



AmeriCorps National Civilian Community Corps (NCCC) Service Project Application

Applicant Information

1. Organization Name:

Mailing Address:

City:

State:

ZIP:

Office Telephone:

Ext:

2. EIN:

3. Organization type:

Select all that apply

4. Authorized Representative:

Title:

Phone Number:

Ext:

Email Address:

5. Program Director:

Title:

Phone Number:

Ext:

Email Address:

Project Information

6. Project Title:

Number of Teams Requested:

Estimated Completion
Time (Weeks):

Proposed Start Date:

Start Date is: Fixed

or flexible

Proposed End Date:

End Date is: Fixed

or flexible

Areas Affected by the Project

State or Territory

City or County

7. Area Affected #1:
Area Affected #2:
Area Affected #3:

Other

8. Organization goals relevant to the project.

First Goal:

Second Goal:

Third Goal:

- 9a. Is your organization currently funded wholly or in part by the Corporation for National and Community Service?
- 9b. If 'Yes,' is the proposed project funded by an AmeriCorps State and National grant or any AmeriCorps VISTA resources?
- 9c. If you answered 'Yes' to either of the above questions, please provide detailed information concerning the funding source and utilization of those funds.
10. Will the proposed service replace any of your organization's current or projected staff or contracted labor?

Other

11. Could this project be impacted by inclement weather?
12. Disaster Type
13. Number of episodic volunteers generated by AmeriCorps Members:
14. Number of ongoing volunteers generated by AmeriCorps Members:
15. The Corporation for National and Community Service conducts criminal history checks on all members which consists of a fingerprint-based FBI criminal history search and a check of the National Sex Offender Public Website (NSOPW.gov).

Will your organization conduct additional background checks?

If yes, please specify what additional background checks are required and how these requirements will be satisfied. If an organization requires additional background checks for AmeriCorps NCCC Members, the organization is responsible for fees associated with the background checks and completing the background checks prior to or at the start of the project.

16. Does this project include possible exposure of members to asbestos, lead paint, hazardous waste, or any other safety hazards?
17. Will members be required to work with potentially hazardous chemicals such as solvents, acids, pesticides, herbicides, adhesives, etc.?
18. Are there any Health conditions that might preclude an NCCC member from fully participating based on project location or project conditions?

Locations

19.

Location of Service #1

Organization:

Projected Service Start Date:

Primary
Site?

Projected Service End Date:

Accessible for people
with disabilities?

Street Address:

Street Address (Line 2):

City:

State:

Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone:

Ext:

Site Supervisor Email:

Location of Service #2

Organization:

Projected Service Start Date:

Primary
Site?

Projected Service End Date:

Accessible for people
with disabilities?

Street Address:

Street Address (Line 2):

City:

State:

Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone:

Ext:

Site Supervisor Email:

Locations

Location of Service #3

Organization:

Projected Service Start Date: Primary Site?

Projected Service End Date: Accessible for people with disabilities?

Street Address:

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

Location of Service #4

Organization:

Projected Service Start Date: Primary Site?

Projected Service End Date: Accessible for people with disabilities?

Street Address:

Street Address (Line 2):

City: State: Zip+4:

Site Supervisor Name:

Site Supervisor Title:

Site Supervisor Phone: Ext:

Site Supervisor Email:

For projects with more than four site locations, please attach a PDF with the information required above for each additional site location.

Locations

Lodging Site #1

20. Lodging Provider: Beds Provided?

Type of Lodging: Accessible for people with disabilities?

Lodging Category: Laundry on Site?

Arrival Date: Departure Date: Kitchen on Site?

Street Address: Microwave and Fridge?

Street Address (Line 2): Showers on Site?

City: State: Zip+4:

Lodging Contact Name:

Lodging Contact Phone: Ext: Email:

Further Describe Team Lodging Accommodations

Lodging Site #2

Lodging Provider: Beds Provided?

Type of Lodging: Accessible for people with disabilities?

Lodging Category: Laundry on Site?

Arrival Date: Departure Date: Kitchen on Site?

Street Address: Microwave and Fridge?

Street Address (Line 2): Showers on Site?

City: State: Zip+4:

Lodging Contact Name:

Lodging Contact Phone: Ext: Email:

Locations

Further Describe Team Lodging Accommodations

Lodging Site #3

Lodging Provider:

Beds
Provided?

Type of Lodging:

Accessible for people
with disabilities?

Lodging Category:

Laundry
on Site?

Arrival Date:

Departure Date:

Kitchen
on Site?

Street Address:

Microwave
and Fridge?

Street Address (Line 2):

Showers
on Site?

City:

State:

Zip+4:

Lodging Contact Name:

Lodging Contact Phone:

Ext:

Email:

Further Describe Team Lodging Accommodations

For projects with more than three lodging locations, please attach a PDF with the information required above for each additional lodging location.

Narratives

21. Need

Narratives

22. Project Design

Narratives

23. Project Management

Narratives

24. Recruitment

25. Member Development

Narratives

26. Strengthening Communities

27. Organizational Capacity

Narratives

28. Executive Summary

29. Safety and Security

Narratives

30. Tools and Equipment

Focus Areas and Objectives

31 Project Focus Areas

Primary area of community need:

32. Project Objectives

Other Objectives:

AmeriCorps NCCC

Application Review and Agreement

IMPORTANT NOTICES

ADDITIONAL PAPERWORK REQUIREMENTS: If the Project Application is approved and teams perform the service project, the project sponsor will be required to review and sign two additional documents: the Sponsor Agreement and the Project Completion Report. Sponsoring organizations will also be asked to complete a survey to capture their evaluation of their partnership with the NCCC.

- **SPONSOR AGREEMENT:** Once the Project Application has been approved, a formal agreement (called a Sponsor Agreement) will be executed between the sponsor organization and the NCCC, which will specify the roles, responsibilities, and contributions of both parties. Teams cannot begin work on the project until this agreement is approved by signature by both parties.
- **PROJECT COMPLETION REPORT:** After the project is completed the project sponsor will be asked to review and approve the NCCC Project Completion Report, and return it to the regional Program Office within five (5) days of receipt.
- **SURVEYS:** Project sponsors who have used the services of teams will be asked to participate in surveys designed to provide the NCCC with feedback that will inform continuous improvement of services.

DISASTER/FIRE RESPONSE: NCCC members and staff are part of the Federal Emergency Management Agency (FEMA) and American Red Cross National Disaster Response Network. In addition, the NCCC assists local, state, and national forest services with wildfire suppression. Potential project sponsors should note that in the event of a natural disaster or homeland security crisis, members may be recalled from projects to serve as part of the relief efforts. This could result in a decrease in the number of members assigned to your project, a delay in the deployment of a team, or cancellation of a project.

LIABILITY AND WORKERS' COMPENSATION CLAIMS: The Corporation for National and Community Service (Corporation) is a self-insured federal agency. Consequently, members and federal employees of the NCCC are covered by the provisions of the Federal Tort Claims Act (liability claims) and the Federal Employees Compensation Act (workers' compensation claims) 42 U. S. C. §12620 (b) & (c). Accordingly, the United States Government will assume responsibility for any injuries or property damage caused by the negligence of a member or an employee who was acting within the scope of his/her employment. Similarly, any on-the-job injuries received by an NCCC member or federal employee will be processed by the Corporation and the Department of Labor.

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Application Review and Agreement

WAIVERS: No member of an AmeriCorps NCCC Team (including any Corps Member or Team Leader) shall sign any document provided by the Project Sponsor or any representative or employee of the Project Sponsor, including but not limited to: liability waivers, hold harmless agreements, indemnification agreements, or employment-related documents. In the event that a member of an AmeriCorps NCCC Team signs a document provided by the Project Sponsor or any representative or employee of the Project Sponsor, the signature on any such document shall have no force or effect of law

NON-DISCRIMINATION: A Project Sponsor receiving teams from AmeriCorps NCCC will comply with all federal statutes, including the National and Community Service Act of 1990, as amended, relating to nondiscrimination, which includes nondiscrimination on the basis of race, color, national origin, sex, age, disability, and in most instances, religion. CNCS prohibits all forms of discrimination based on race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal assistance from CNCS, must be free from all forms of harassment. Project sponsors will be required to sign an assurance of non-discrimination as part of the Sponsor Agreement.

SERVICE PROJECT LIMITATIONS: In the course of performing a service project, members cannot engage in any project assignments that involves direct fundraising, financial transactions, preparation of a grant application to the Corporation or to any other Federal agency, or any political or inherently religious activities

SIGNATURE

The Service Project Application must be signed by a representative of the sponsoring organization. An electronic signature will be accepted.

Signature

Date