

**Indiana Financial Capability Corps Program**

**2017-2018 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 through the Indiana Financial Capability 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 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 and the mid-year retreat?

**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.

1. How many AmeriCorps members are you requesting?
2. Describe why you are requesting an AmeriCorps member(s). 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 members.
3. It is important that the AmeriCorps member’s service increases the capacity of your organization. Describe the measureable impact your AmeriCorps member(s) 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.
4. Why does your organization need an AmeriCorps member to fill this position instead of hiring a staff member or recruiting volunteers to fill this role?
5. Please demonstrate organizational capacity to host and support an AmeriCorps member.
6. All sites must have one, designated, full-time, **onsite** supervisor who trains and oversees the daily activities of the AmeriCorps member(s). Please describe the site supervision your member(s) will receive, including the experience and qualifications of your site supervisor.
7. IFFC is dedicated to the personal development, professional development, and civic engagement of members. Please describe how you plan to work with the member to ensure they get the most out of their term of service.
8. Please draft a process for recruiting an AmeriCorps member(s), specifically including a timeline. (Note: It is the responsibility of the service site to recruit their AmeriCorps member(s). The IFCC program director will provide additional guidance around member recruitment at supervisor orientation.)
9. Please provide a draft **weekly** schedule for the AmeriCorps member(s), including the weekdays and hours you anticipate them being in your office. This time must equate to 900 hours during the program term.
10. Have you hosted a national service member in the past (AmeriCorps VISTA, State or NCCC, or Senior Corps)?

If yes:

* + 1. Please provide a description of the program.
		2. When did the member(s) serve at your organization?
		3. Did the member(s) successfully complete their term(s)? If no, why not?
		4. 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.