

## 23-24 CivicSpark Partner Application

### Application Process Overview

This application is for CivicSpark project partner proposals for the 2023-24 service year. Your application will help CivicWell staff understand your project, identify alignment of your project with program priorities, and ensure your project is eligible for CivicSpark support. Completion of the application form does not ensure you a placement, nor does it obligate you or your agency to participate in any way. The entire process is outlined below. For additional information about the process or the application, please refer to our website:

[\[https://civicspark.civicwell.org/partnership-opportunities/\]](https://civicspark.civicwell.org/partnership-opportunities/)

1. Submit application.
2. Participate in a proposal review call with CivicWell staff to ensure fit with CivicWell Strategic Priorities and the CivicSpark mission and structure.
3. If approved, you must complete:
  - a. **Service Agreement:** Your agency/organization and CivicWell execute a Service Agreement (contract) outlining mutual roles, expectations, responsibilities, and terms of payment.
  - b. **Candidate Interviews:** You (and your designated “Fellow supervisor” if not you) review and interview pre-screened candidates and notify CivicWell of interest in candidates.
  - c. **Eligibility Form:** Each partner will complete a form certifying eligibility for the Fellow’s project work.
  - d. **Orientation:** Fellow supervisor participates in an Orientation webinar.
  - e. **Site Preparation:** Site staff prepare for the Fellow(s) arrival, including work space, computer, etc.

This form does not save, so we encourage you to prepare your answers offline in case there are any issues with the submission. You can download a word version here [link]. All fields marked with an asterisk (\*) are required.

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## Organization and Contact Information

In this section, you will provide key organization details and contact information. For the purposes of this form, *Project Contact* is the applicant filling out this form, CivicWell will contact for initial project communications; the *Fellow Supervisor* is the anticipated on-site project supervisor who will oversee the Fellow(s) on a day-to-day basis; the *Billing Contact* is the contact to process payments.

Additionally, CivicSpark sends out a monthly newsletter with stories about Fellows' work, our partners, our Alumni, and often includes links to other statewide events and resources. We will ask below whether to add a contact to the Newsletter listserv.

Name of Organization \*

Has your organization hosted a CivicSpark Fellow before? \* Yes / No

If so, what year?

Which region do you operate in?\*

Type of Organization \*

Website\*

Address \*

City \*

State \*

Zip Code \*

Specify an individual for each role below. The same person can be noted for multiple roles, however only one person should be identified as the "project contact." Add additional contacts as needed.

Project Contact Name \*

Supervisor Contact Name \*

Billing Contact Name \*

Per each contact\*

First Name \*

Last Name \*

Phone \*

Email \*

Can we add this contact to the CivicSpark Newsletter distribution list? \* Yes / No

#### Reference\*

Provide at least one reference who can attest to your / the identified supervisor's experience as a supervisor. Former CivicSpark Fellows can be references.

Name:

Organization:

Email: Phone:

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### **Project Needs and Goals**

In this section, you will outline the resilience capacity needs and goals of your project. The following elements will be listed on our website and should be engaging and compelling for applicants. Strong titles, project descriptions, and local community and organizational culture are likely to attract more candidate interest. CivicWell will use this information to craft your placement description.

#### Project Name \*

Limit to 100 characters.

#### Project Needs and Goals \*

Provide a brief description of the resilience needs this project will address. Your description should include 1-2 sentences on each of the following:

- Specific agency/ies served, including specific organizational capacity needs, as they relate to this proposal
- Environmental (e.g., climate, water, etc.) and/or social equity (e.g., affordable housing, mobility, etc.) challenges this project will address

#### Project Descriptions \*

Provide a brief description of one or more capacity-building projects. For each project identified, describe the following:

1. Overarching goals of the project
2. Role of the Fellow in the project
3. Desired project outcomes in terms of resources developed (e.g., reports,

plans, networks, etc.)

4. How these resources will help increase the agency's capacity to address the resilience challenges you described in the previous section. \*

#### Returning Partners \*

As a previous partner, you understand CivicSpark's purpose and goal to build capacity for local governments. It is important that AmeriCorps resources (i.e., CivicSpark Fellows) are not used to "sustain" ongoing projects or initiatives. Rather, they must build new capacity for the organizations benefiting from CivicSpark service. This can include increased resources, new products and activities, or new organizational capacity.

Provide a brief description (no more than 200 words) of how the projects described above address a different capacity need, are distinct from prior years' activities, and do not simply sustain activities started by previous Fellows.

#### Project Focus Areas\*

CivicSpark tracks Fellow service in alignment with our funding sources and program priorities. CivicWell's strategic priorities are Increasing Climate Resilience (including wildfire, sea level rise, water resiliency, grid reliability, renewable energy, etc), Advancing Housing (affordable and climate smart housing) & Advancing Climate Friendly Infrastructure (planning, infrastructure development, healthy & safe communities, sustainable mobility). Projects that align with these goals will receive priority.

Select the most appropriate categories for your project (project areas, activities, and audience). We will use these categories to match proposals with candidate interests, and rank applications in accordance with our programmatic priorities. Your project may be focused on a more specific topic (e.g., energy or emergency management), but should still fall under at least one of these overarching project areas. (check all that apply).

- Affordable Housing
- Transportation / Mobility
- Public Health
- Climate Adaptation
- Climate Mitigation
- Disaster Response / Emergency Management
- Ecosystem / Habitat Conservation
- Infrastructure Development, including Broadband
- Urban Planning
- Energy Efficiency
- Renewable Energy
- Waste Management
- Water Management
- Water Policy
- Other

## Activity and Geography Categories\*

For these categories you will estimate the percentage of the project that fits that criteria. Each category should total 100%. For example; General Activity Types: 50% research, 0% Planning, 50% implementation.

### Fellow Activities - CivicSpark \*

Research \*

Planning \*

Implementation

\*

### Geography \*

Rural \*

Suburban\*

Urban \*

## Organizational and Community Highlights \*

Provide a brief description of: your workplace culture and environment, including a demonstrated commitment to justice, equity, diversity, and inclusion, how serving with your organization will be a good professional development experience, and why your community is an interesting place to live and work. \*

## III. Desired Fellow Skills

How many Fellows do you want to bring on for this project(s)? \*

Desired Skills and Traits for Fellow Placement \*

Provide a brief description (no more than 200 words) of the traits or skills you would like to see in a Fellow. Note: our primary Fellow applicant demographic is recent college graduates. We may not be able to accommodate a need for advanced degrees or highly technical skills.

Select Primary and Secondary Desired Skills for the Following Categories:

### General Skills

- Project Management
- Community Engagement

- Research
- Relationship Management
- Facilitation
- Public Speaking
- Education

#### Technical Skills

- GIS Mapping
- Data Collection
- Data / Quantitative Analysis
- Technical Writing
- Graphic Design
- Marketing or Social Media
- Environmental/Climate Justice
- Volunteer Management
- Multi-Stakeholder Collaboration
- Event Planning
- Policy Analysis / Development

#### Soft Skills

- Flexibility/Adaptability
- Communication
- Leadership
- Teamwork
- Self-Motivated
- Critical Thinking
- Detail-Oriented

### **Service Plan and Resources**

#### Remote, Hybrid, On-Site Service

What work environment do you prefer for your Fellow(s)?

Is there any flexibility, if so, what conditions must be met?

If you anticipate on-site or hybrid service, how is your organization managing safety considerations?

Given current pandemic conditions, we understand Fellows may not be completing on-site or field-based activities. Additionally, some Fellows may be interested in serving remotely versus on-site for various reasons. To help us identify suitable candidates, can you briefly let us know how important it is to you that a Fellow(s) can serve on-site (i.e. in-office) and/or in the field (i.e. with direct community contact) versus serving remotely, and how you are managing safety considerations if applicable?

## Workspace Availability

I agree that we will need to provide a suitable and dedicated workspace for our Fellow(s), in an office setting (including desk in a shared office or cubicle, computer, telephone, and any other appropriate and necessary office technology). If the Fellow will be serving fully or partially remotely, I agree to provide sufficient resources (computer, access to servers) to complete service remotely. Note: in-office service is dependent on COVID-19 state and local guidelines during the service term.

I agree

## Optional: Additional Fellow Resources

Fellow participation in CivicSpark is constrained by the limited stipend we can offer as an AmeriCorps program. The first-year stipend for 2023-24 is anticipated to be \$34,000, pending AmeriCorps approval. The approved amount will be finalized in the spring. CivicWell strives to diversify the resources we can offer to Fellows (e.g., housing opportunities, parking passes, transit subsidies, etc.). Any non-monetary resources you can provide to Fellows could make a significant difference; we encourage you to identify them here (CivicWell will follow-up on these during the application interview and startup process). Note: host sites CANNOT provide additional financial stipends or hourly pay to the Fellow(s).

## Support For Fellow

Please confirm understanding of the following supervisory and hosting responsibilities.

Supervisor Assignment \*

I agree

I agree that our organization will identify one Fellow supervisor who will participate in the startup process (application interview, candidate selection process, partner orientation) and can fulfill the responsibilities outlined above during the service year.

### Supervisor Transition \*

I agree

I agree that if the supervisor transitions to another role or position during the service year, we will work to ensure the new supervisor is fully engaged in the program responsibilities to minimize disruption and support a strong Fellow experience.

### Candidate Recruitment Support

\*  I agree

I agree that we will support Fellow recruitment in our community. CivicSpark is committed to recruiting a strong and diverse cohort of Fellows who will have a positive impact on the communities they serve. Part of our success in building a strong cohort is recruiting broadly and locally. Identifying local candidates (who may already know the community and have connections for housing or support) can be a significant advantage. We ask all Project Partners to regularly share information about the program and current fellowship openings through their local networks, such as online postings, newsletters, job boards, sharing information at meetings, etc. Your direct outreach will result in a stronger candidate pool. CivicWell will provide templates and flyers to assist you.

### AmeriCorps Restrictions

For this final section, we want to be sure you understand certain conditions we have for the program.

### Contracted and Unallowable Activities \*

I agree

As a federally funded program, CivicSpark Fellows are only allowed to work on contracted activities, are not allowed to engage in fundraising, and are prohibited from engaging in certain activities. Please review the list of restrictions on Fellow activities (see link below). Once you have reviewed this list, check below that you understand these restrictions and agree that Fellows will only engage in allowable activities during implementation of your project scope.

[Click here to review restrictions.](#)

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## Fiscal Contribution



This section outlines details related to the expected partner fiscal contribution. CivicSpark Fellow positions are funded in part by AmeriCorps, and in part by participating organizations, or third party funders. Receiving CivicSpark support requires a fiscal contribution that covers the full costs of the program, including member benefits and training, workers compensation, liability insurance, and program costs related to recruitment, training, onboarding and ongoing support by CivicWell staff. In 2023-24, this amount is anticipated to be \$31,000, pending AmeriCorps approval which will be finalized this spring. The fiscal contribution is billed monthly in 11 equal payments.

For additional details on cost refer to the "Project Partner" page on our website and scroll down to "Partnership Details" Section and click on the "Fiscal Contribution" tab.

Based on the number of Fellows requested above, your expected Fiscal Contribution will be \_\_\_\_\_

Sources for contribution \*

Please list known sources for the fiscal contribution. If sources are not yet known, indicate potential sources and expected timeframe for securing funding. Note: if your organization is a nonprofit, we may ask for fiscal references or additional fiscal capacity information before contracting with you.

Federal funding sources \* Yes / No

Will any part of your fiscal contribution come from federal sources? If so, CivicWell will need confirmation prior to the start of services that the federal agency providing funds approves the use of funds for AmeriCorps services. Note: use of federal funds will in no way impact the viability of your application.

Sources for Federal funding:

Please describe Federal sources

## Submit

NOTE: After you submit your application, you should receive an email confirmation. Please check to be sure you receive this confirmation (and check your spam filter). If you do not receive a confirmation email, your application may not have been submitted. Please contact Savannah Rose (srose@civicwell.org) right away if you submit an application and do not receive a confirmation.

Application Confirmation Email Address \*

Provide the email address for application

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