



Request for Proposal

AmeriCorps VISTA | 2023-2024 Grant Year

FACE SHEET

SUBMISSION GUIDELINES

- *Proposals are reviewed on an ongoing basis.*
- Submit original application of the entire proposal [cover sheet, narratives, and performance metrics] via email to: info@tmparksfoundation.org

Applicant information

Applicant/sponsoring agency: _____

EIN#: _____

Website Address: _____

Executive Director / Division Chair		
Name:	Title:	
Address:		
City:	State:	9-digit Zip Code:
Business Phone:		Business Fax:
Alternate #:		Email:
VISTA Site Supervisor		
Name:	Email:	

1. How many members are you applying for*? Two Other _____

*A minimum of 2 members is required. Additional members may be requested as needed.

2. Transportation requirements for member service activities:

- Sub-site partner(s) is responsible for reimbursing any VISTA serving at their assigned location for project related travel at organization employee reimbursement rate. Member(s) may not transport clients or youth in their personal vehicles.

3. Cash Match Description: Our program requires a cash match for all organizations.

- Match amount: \$30,822 for two VISTAs and \$4,000 for each additional VISTA member.
- a. Is your cash match: (check one) Pending Secured Not available
- b. If pending, when will you receive confirmation of funds? _____
- c. Source of funding:
Federal: _____ Non-Federal: _____

Acknowledgements

- We understand that the Truckee Meadows Parks Foundation designates certain service days and hours to program-sponsored member development and service activities. We support the Truckee Meadows Parks Foundation in its effort to provide members with development and leadership opportunities and will accommodate occasional absences of the member (with advance notice, when possible) for this purpose. Typically once per month for 4 hours.

Certification

Drug Free Workplace

- I certify that _____ has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

- I certify that _____ has an active Non-Discrimination Policy.
(Legal Applicant)

Assurances

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- Will keep such records and provide such information to Truckee Meadows Parks Foundation or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.

- Will comply with the non-displacement rules found in section 1777(b) of the National and Community Service Act of 1990 as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps*VISTA member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures, or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.

- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically, a program may not use AmeriCorps*VISTA members to perform service that provides direct benefit to any (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytizing; or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c)(3) of the Internal Revenue code (26 U.S.C. 501 (c)(3)).

- However, the provisions contained in section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.

- Will comply with all Prohibited Activities related to AmeriCorps*VISTA member service.

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgement, Certification and Assurances sections above.

Organization Name: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature: _____ **Date:** _____

PROJECT NARRATIVE (*not to exceed 2,500 words*) **Be clear and succinct.** Do not use jargon, boilerplate, rhetoric, or exaggeration. Describe clearly what you intend to do and how your project responds to the selection criteria.

Describe the project/program the members will be supporting.:

Describe the type(s) of activities the member(s) will be engaging in: