



Commonwealth Corps

Host Site Application
Program Year 2012-2013

Application due March 22, 2012

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Application and Program Timeline

Mid-February 2012	Host site application issued by Massachusetts Service Alliance (MSA)
February 28 and March 1, 2012	Technical Assistance Webinars <i>Please see page 19 for registration information on the Technical Assistance Sessions.</i>
March 9, 2012	Intent to Apply Due to MSA <i>The Intent to Apply submission is not required for proposal submission, but is strongly encouraged. Click here to complete the form.</i>

March 22, 2012

**PROPOSALS DUE to MSA by 12:00 Noon
100 North Washington St, 3rd Floor, Boston, MA 02114**

Submit ONE unbound original and FOUR stapled copies
See page 15 for additional submission information.

Late April 2012	Applicant notification
Late April – Mid-May 2012	Programmatic negotiations with selected sites
Early May – Late July 2012	Member recruitment and selection period
Late July/Early August 2012	Initial host site orientation and training (required for all host sites)
Mid-August and Mid-September 2012	Initial member orientation and training (required for all members)

Section I OVERVIEW

Commonwealth Corps

In 2007, Governor Patrick and his partners in the legislature established the Commonwealth Corps. The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in direct service to rebuild communities, address unmet community needs, and increase volunteerism. Commonwealth Corps members work to strengthen the bonds of common purpose and unite people in service for the common good. Corps members provide direct service, build capacity of local organizations, and recruit, organize and mobilize additional volunteers – building a grassroots movement of volunteers across the Commonwealth dedicated to service. Commonwealth Corps provides opportunities for skill building and leadership development and encourages and enhances a lifelong civic vocation for its members. Commonwealth Corps works with nonprofit organizations, academic institutions, and public entities to reinvigorate civic involvement to help address the Commonwealth's most urgent needs and elevate the ethic of service and civic engagement throughout the Commonwealth.

Since its inception, nearly 800 individuals have served as Commonwealth Corps members, providing almost 412,000 hours to service in areas such as community development, health services, benefits screenings, afterschool or summer programs, and volunteer recruitment and management. As a direct result of members' service, more than 485,000 individuals have benefitted.

In 2012-2013, the Commonwealth Corps will strategically place corps members in full- or part-time positions for 9 or 12 months to build capacity at host site agencies in order to increase the number of people served or improve the quality of services provided. Members will serve in one of the identified focus areas of education, health, veterans, workforce development, or youth violence prevention. Please see page 9 for more information on the specific focus areas and standard performance measures that applicants must report against in each area.

Massachusetts Service Alliance

The Massachusetts Service Alliance (MSA), established in 1991, is a private, nonprofit organization that serves as the state commission on community service. Its mission is to catalyze the innovation and growth of service and volunteerism by creating partnerships that maximize resources, expertise, capacity, and impact. MSA invests in community-based organizations and institutions that rely upon volunteers and people engaged in service to meet their community's needs. Through investing, convening, advocating, and building capacity, MSA develops and supports initiatives that incorporate service and volunteerism as effective strategies to address the pressing needs in the Commonwealth.

In 2011-2012, MSA will distribute more than \$10 million in federal and state funds for national and community service programs. In addition to the organizations supported through the Commonwealth Corps, there are 25 AmeriCorps programs funded by MSA and many more agencies supported through other initiatives such as Martin Luther King Jr. Day of Service, Volunteer Week, and the Volunteer Connector Expansion Initiative.

Through the Commonwealth Corps program, MSA will assume responsibility for aspects of member management, including payment of member stipends and benefits, orientation and development of esprit de corps among members, and host site management. See page 5 for a more detailed description of MSA's role and the role of host sites.

Technical Assistance

The Massachusetts Service Alliance will provide training and technical assistance to host sites and Commonwealth Corps members in a variety of ways throughout the service year. This will include initial orientation and training on the Commonwealth Corps and group meetings throughout the year, as well as on-going assistance in response to identified needs. See page 7 for more specific information on the training and technical assistance that will be provided.

Section II GENERAL INFORMATION

Definitions

Member – a Massachusetts resident who is at least 18 years old and has agreed to complete a defined term of service with a host site. This is not a paid employee but a stipended volunteer.

Host Site – a non-profit organization, academic institution, public agency, or Native American tribe that is awarded members to provide service that addresses one of the identified focus areas.

Program Frameworks

Rationale and Structure

The 2012-2013 Commonwealth Corps program will be significantly different from earlier years in one key aspect – MSA will partner with host sites for shared responsibility of member management. MSA is making this shift in response to the available resources to support the Commonwealth Corps program and feedback received from previous Commonwealth Corps grantees regarding the administrative challenges of managing corps members. The chart below details key responsibilities in the program management structure.

Program Management Area	MSA Responsibility	Host Site Responsibility
Member recruitment	MSA will provide broad recruitment support, advertising for Commonwealth Corps positions generally.	Each host site will maintain primary responsibility for developing a tailored position description (in collaboration with MSA) and advertising for the specific position.
Member selection	MSA will coordinate with each host site to meet with final candidates prior to being selected for the position.	Each host site will be primarily responsible for developing and managing the selection process for their position(s) and will coordinate with MSA for the final interview with MSA staff. Host sites must conduct a criminal history background check on all members prior to service.
Member orientation	MSA will provide all-corps orientation and initial training, including an overview of the Commonwealth Corps, member rights and responsibilities, community entry, and other skills essential to successful service.	Host sites must provide on-site orientation to the host agency, as well as other initial training to ensure that members are prepared to begin service.

<p>Member supervision</p>	<p>MSA will provide general member supervision through regular phone calls and several in-person group meetings throughout the year.</p>	<p>Host sites assume primary responsibility for providing on-going supervision, including a minimum of bi-weekly 1:1 supervision meeting.</p>
<p>On-going member support</p>	<p>MSA will offer several enrichment trainings throughout the year to deepen members' civic engagement and understanding of the issues addressed through their service.</p> <p>MSA will coordinate with host site staff to provide support when challenges with members' service arise and on performance improvement plans (when necessary).</p>	<p>Host sites must provide on-going support as needed and must be in regular communication with MSA regarding member progress.</p> <p>Host sites must inform MSA of challenges or concerns regarding member performance and coordinate with MSA staff on performance improvement plans (when necessary).</p>
<p>Member performance evaluation</p>	<p>MSA will review member performance evaluations and will support host sites as needed to address challenging member issues.</p>	<p>Host sites must complete a mid-year and end of year member performance evaluation, review with member(s), and submit to MSA.</p>
<p>Member benefits management</p>	<p>MSA will assume primary responsibility for providing member benefits including stipend payments, health insurance (for full-time members only), and completion bonuses.</p>	<p>Host sites may provide additional benefits to corps members provided that all members are provided with the same benefits. These include travel stipend/monthly public transportation pass and additional training opportunities.</p>
<p>Progress reporting</p>	<p>MSA will compile all progress reporting data and will share with host sites and other interested parties. The information gathered will be used to gauge program effectiveness, identify areas in need of improvement, and promote the Commonwealth Corps program.</p>	<p>Host sites will be required to ensure that members complete monthly reports to be submitted to MSA to monitor progress.</p> <p>Host site staff will be required to complete mid-year and end of year progress reports and submit to MSA in a timely fashion.</p>
<p>Host site Management and Support</p>	<p>MSA will provide training to and support to host site staff members who supervise members.</p>	<p>Host sites must designate staff to manage corps members and their activities and to serve as a point of contact for MSA.</p>
<p>Member Compliance with Commonwealth Corps Program and Responsibilities</p>	<p>MSA will support host sites as needed to address compliance issues when they arise.</p>	<p>Host sites must ensure member compliance with the Commonwealth Corps program by maintaining responsibilities to MSA (submitting time sheets and reporting documents, attendance at meetings, trainings, and service projects, etc.) and informing MSA immediately of any concerns in this area.</p>

Technical Assistance and Training

For Host Sites

The Massachusetts Service Alliance (MSA) will conduct an orientation for all host sites prior to program start-up, covering the following topics: Introduction to the Commonwealth Corps; expectations for host sites; member management (time sheets, completing required hours, member benefits, and performance management); fostering Commonwealth Corps identity; performance measurement and reporting; and helping members transition to “Life after Commonwealth Corps.” Host sites will also receive a site partners’ handbook. MSA will provide additional technical assistance as needed to help sites carry out their responsibilities for member recruitment, selection, management, pre-service training, and ongoing development; and for collecting and reporting data about progress toward performance measures. Technical assistance may include sharing templates, coaching, or providing referrals to online or peer resources to help site staff set up systems, solidify partnerships, and develop a plan for training members on their specific service responsibilities and offering additional member development at the site level throughout the year. MSA will obtain input from host sites about other capacity building needs to be addressed through site partner meetings, training events or peer learning. Examples of possible topics include program development, volunteer engagement, and sustainability.

For Members

MSA will also conduct an orientation for Commonwealth Corps members at the start of the program year covering the following topics: Introduction to the Commonwealth Corps; Commonwealth Corps issue areas and performance measures; Commonwealth Corps member roles, responsibilities, and benefits; member paperwork (e.g., review and completion of member contracts and training on completing time sheets); processes for supervision, performance evaluation, requesting reasonable accommodations, and handling grievances; and corps-wide member development opportunities planned for the year. MSA will also invite all Commonwealth Corps members to a second member development workshop held early in the service year. Possible content for this event includes building esprit-de-corps across Commonwealth Corps sites; setting personal goals; community and organizational entry; communication skills for working with supervisors, staff, clients and volunteers; mapping community assets; and planning service projects. MSA will offer periodic, optional member training workshops during the year, with input from corps members and attention to corps diversity in terms of age, geographic location, service schedules, and issue areas. Topics may include position-related training to augment that provided by each host site (e.g., strategies for tutoring, mentoring, school engagement, volunteer generation, community outreach, using social media, etc.) and member transition planning (e.g., translating service experience to the resume or college/graduate school application; networking opportunities for service careers; grant writing; civic engagement beyond the service year.)

MSA also plans to sponsor one or more opportunities for Commonwealth Corps members and staff to come together during the year such as service projects that strengthen corps identity and engage community members and an end-of-service event that will combine celebration with recognition of those successfully completing their service terms.

Minimum and Maximum Member Requirements

Host sites may apply to host 2 to 5 full-time or its part-time or flex-time equivalent to serve with the host site for a 12-month term of service from August 1, 2012 through July 31, 2013 **OR** a 9-month term of service from September 1, 2012 through May 31, 2013. Sites may only request members of one slot type. Members are awarded for only one year.

NOTE: Very few full-time members will be awarded, so applicants are encouraged to apply for full-time members only when the nature of the service requires an individual serving in a full-time capacity.

Agencies that wish to apply for fewer than 2 member equivalents should partner with one or more agencies to apply jointly. One agency must act as a lead applicant and will serve as the main contact with MSA.

Member Benefits

In exchange for completing a term of service, members will receive the following benefits:

- Stipend (described below);
- Health insurance (individual coverage for full-time members only);
- Completion bonus (described below);
- On-going training and professional development opportunities; and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

Host sites are able to provide some additional benefits to members serving with their organization, provided that all members serving within the legal applicant organization are provided with the same benefits. These include travel stipend or monthly pass for public transportation and additional training opportunities to assist with members' effectiveness in their service. Sites may propose other incentives to provide to members for consideration and approval by MSA; however, host sites may not add to the stipend amount or provide other financial incentives for members.

Term of Service

Members can as a full, part, or flex-time volunteer from August 1, 2012 through July 31, 2013 (12 month term) OR from September 1, 2012 through May 31, 2013 (9 month term). Individuals are only eligible to serve one term with the Commonwealth Corps. Terms of service are broken down as follows:

Type of Member	Hours Per Service Term	Maximum Stipend (See NOTE below. Stipends will be paid in bi-weekly installments up to the amount below.)	Completion Bonus
Full-time	1,600	\$10,000	\$2,000
Part-time	800	\$5,000	\$1,000
Flex-time	400	\$2,500	\$500

NOTE: Member stipends are paid in bi-weekly installments and are based on the number of weeks a member is in service. The exact payment amounts will be determined upon award. The total stipend paid cannot exceed the maximum stipend amount listed above.

Section III

FOCUS AREAS AND PERFORMANCE MEASURES

Through the 2012-2013 Commonwealth Corps program, MSA is looking to build the capacity of host site organizations to provide increased or more efficient and effective services and to make measurable impact in several identified focus areas. What follows is a more detailed description of each of these areas, the overarching goal within each, and the standard performance measures that applicants must adopt within each focus area. All applicants must address measures within the capacity-building section and must also select measures from the selected focus area.

CAPACITY-BUILDING - *All applicants must address all of the required capacity-building measures and at least one additional measure.*

Goal: To expand the scale, reach, efficiency, or effectiveness of programs and organizations. Activities may also leverage resources for programs and/or organizations. These activities should achieve lasting positive outcomes for the beneficiary populations served by the organization. Projects should:

- 1) support or enhance the program delivery model;
- 2) respond to the organization's goal of increasing, expanding or enhancing services in order to address the most pressing needs identified in the community; and
- 3) enable the organization to provide a sustained level of more or better direct services after the member's term of service has ended.

Required Performance Measures:

- Number of community volunteers recruited and/or managed by projects/members.
- Number of hours of service contributed by community volunteers recruited and/or managed by projects/members.
- Dollar value of cash and/or in-kind support leveraged by members (including member-managed volunteers).

Additional Performance Measures (select one at minimum):

- Number of new beneficiaries that received service as a result of project/member activities.
- Number of additional activities completed and/or program outputs produced by the program as a result of project/member activities.

FOCUS AREAS – *All applicants are required to select one of the following focus areas in their application and address all required measures within the selected area. Several focus areas include additional measures where applicants must select at least one additional measure.*

Economic Opportunity/Workforce Development

Goal: To improve economic well-being and security of economically disadvantaged individuals. Projects will facilitate access to services and resources that contribute to improved employability.

Performance Measures (select one at minimum):

- Number of economically disadvantaged individuals referred to job training and placement services.

- Number of economically disadvantaged individuals receiving job training and other skills development services.
- Number of economically disadvantaged individuals receiving job placement services.
- Number of economically disadvantaged individuals assisted in pursuing educational opportunities.
- Number of economically disadvantaged individuals assisted in receiving professional certification, licensure, or credentials.

Health & Nutrition

Goal: To improve the physical and mental health of communities. Projects will improve access to and utilization of primary and preventive health care.

Performance Measures (select one at minimum):

- Number of individuals utilizing preventive and primary health care services and programs.
- Number of clients to whom information on health insurance, health care access, and health benefits programs is delivered.
- Number of clients enrolled in health insurance, health services, and health benefits programs.
- Number of individuals participating in health education programs.

Veterans

Goal: To support or improve the physical, mental, and social wellbeing of veterans and military families. Projects will positively impact the quality of life of veterans and improve military family strength by increasing the number of veterans served and the number of veterans engaged in service. In particular, MSA is interested in seeing projects that engage veterans to serve other veterans.

Required Performance Measures:

- Number of veterans and/or active duty military personnel that received assistance.
- Number of family members of veterans and/or active duty military personnel that received assistance.
- Number of veterans and/or military family members engaged as Commonwealth Corps members.

Additional Performance Measures (select one at minimum):

- Number of veterans receiving housing placement services.
- Number of veterans receiving services in one or more of the CC focus areas:
 - Number of veterans receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.
 - Number of veterans receiving job training, skill development, or job placement services.
 - Number of veterans assisted in receiving professional certification, licensure, or credentials.
 - Number of veterans assisted in pursuing educational opportunities.

Education

Goal: To improve school readiness and success for children. Projects will facilitate access to and participation in quality educational programs for children.

Required Performance Measures:

For early childhood education:

- Number of children participating in early childhood education programs.
- Number of children completing participation in early childhood education programs.
- Number of children demonstrating gains in school readiness in terms of social/emotional development and/or literacy/numeracy skills.

Additional Performance Measures (optional):

- Number of parents/caregivers/guardians receiving referrals to early childhood education programs and services.
- Number of parents/caregivers/guardians increasing engagement in their child(ren)'s early childhood education.

Required Performance Measures:

For general education:

- Number of children participating in education programs.
- Number of children completing participation in education programs.
- Number of children demonstrating improved school engagement through changes in behaviors and/or attitudes including increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals and decreased reports of substance abuse, increased interest in school, improved perspective on school climate, increased attachment to school, and increased educational aspirations.

Youth Violence Prevention

Goal: To decrease youth involvement in risk behaviors including gang membership and substance abuse. Projects will support positive engagement and development services for teens and young adults.

Performance Measures:

- Number of youth connected to resources and services through outreach.
- Number of youth enrolled in positive development activities such as job training, service or service-learning, or education/alternative education programs.
- Number of youth demonstrating decreased risk behaviors, e.g. decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.

Program Examples

Example #1

An organization in Holyoke is approved to host 2 corps members who will serve full-time throughout the school year to establish a literacy-based volunteer program and to provide direct tutoring services during and after school to elementary school children in Holyoke. They will research best practices in literacy tutoring and volunteer management, design the program, and recruit volunteers with an interest in literacy and education. Members will provide appropriate training to volunteers on topics such as effective tutoring strategies, behavior management, and an overview of the Holyoke Public School system.

Example #2

A local school district is approved to host 6 corps members who will serve individually on a part-time basis in each of its six schools as a community service-learning coordinator to implement service-learning as a strategy to increase school engagement. Individuals who are interested and/or have experience working with youth, community organizations, and educational programs will be recruited. Initial on-site training will be provided in service-learning methodology, building community partnerships and other topics. Members will come together as a group on a monthly basis for additional training throughout the school year and will work together to plan a community-wide volunteer project to culminate the year's activities.

Example #3

A coalition of workforce development agencies come together and submit a joint application to host 8 part-time members who will serve with their agencies. The service provided by members will include community outreach, client intake and needs assessment, and referrals to appropriate job training services. Members will also conduct follow up services with clients to assess their experience and evaluate whether their needs were met. Each agency will recruit its own members but all of the

organizations will bring their members together several times during the year for joint training and networking sessions.

In this situation, one organization will serve as the lead applicant and submit the application on behalf of all organizations. Members will be recruited locally by each agency; however the lead applicant will serve as the main contact with the Massachusetts Service Alliance and will take the lead on submitting progress reports and reimbursement requests to MSA.

Example #4

A college in Worcester is approved to engage 4 veterans as part-time Commonwealth Corps members to serve as orientation coaches and mentors to recently returned veterans who are enrolling in the college and are experiencing challenges remaining in school. Members will plan pieces of orientation specifically geared to meet the needs of veterans and will meet those veterans weekly to provide guidance and support as needed.

Section IV ORGANIZATIONAL REQUIREMENTS

Eligible Applicants

Members will be awarded to organizations that are proposing to establish a new project or to expand an existing program to meet a demonstrated need in the Commonwealth of Massachusetts in one of the identified focus areas.

Eligible applicants are:

- Nonprofit organizations (incorporated with 501(c)(3) status) that have been in existence for at least one year prior to the date on which the organization submits an application;
- State, municipal, and county governments, including departments and agencies therein;
- Academic institutions; and
- Native American tribes.

Restrictions

Applicants already receiving funding for a project already funded or pending funding from MSA for the 2012-2013 year may request funding for a project as long as the application clearly demonstrates that the proposed Commonwealth Corps project is significantly different from those activities supported through other awarded funds and that the project would significantly expand the organization's capacity.

MSA will not fund projects that engage in any of the following:

- Providing religious instruction, conducting worship services or engaging in any form of proselytization;
- Assisting, promoting, or deterring union organizing;
- Financing, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Impairing existing contracts for services or collective bargaining agreements; or
- Utilizing corps members to replace previously budgeted staff positions or to reduce overtime, hours of work, or opportunities for advancement for employees or members of host sites.

Grant Requirements

Programmatic Responsibilities

Organizations receiving support from MSA are required to:

- Recruit and select members with input from MSA;
- Train, supervise and support corps members;
- Determine members' schedules to ensure both a manageable workload and adequate time to complete hour requirement;
- Orient and train site supervisors (if applicable);
- Ensure members are in service gear provided by MSA that identifies them as Commonwealth Corps members; and
- Plan member(s) schedule to ensure availability to attend mandatory member orientation, trainings, and meetings (minimum of three).

Administrative Responsibilities

Organizations receiving support from MSA are required to:

- Submit a mid-year and a final programmatic progress report;
- Submit member timesheets bi-weekly;
- Ensure members complete and submit monthly progress reports;

- Complete and submit a mid-year and end of year member performance evaluation;
- Attend mandatory grantee orientation meeting, trainings, and conference calls (maximum of three); and
- Host a site visit by MSA staff.

Access for Individuals with Disabilities

MSA is committed to making the Commonwealth Corps program accessible to people with disabilities. Organizations should make every reasonable effort to ensure that their service opportunities are accessible including, but not limited to, access to facilities and implementation of policies that are supportive of people with disabilities.

Criminal Background Checks

MSA is committed to ensuring the safety of program participants and beneficiaries. Organizations must conduct a background check (CORI and SORI) for all Commonwealth Corps members.

Other Applicable Statutory and Administrative Provisions

All programs must comply with state laws regarding Drug Free Work Place, Non-Discrimination and Grievance Procedures. The host site must also comply with all other applicable state statutes, executive orders, regulations, and policies governing the program.

Section V

SUBMISSION AND SELECTION INFORMATION

Submission Requirements

The application must be typed, double-spaced, in not less than 12-point Times New Roman font, with one-inch margins, and is not to exceed 10 pages of narrative. The proposal must follow the order outlined in the instructions. **Applicants must submit one (1) unbound, single sided original and four (4) stapled copies of the complete application (double or single-sided).** Please do not place applications in folders, binders, etc.

Fax and e-mail submissions will not be accepted. Any application that is not complete and/or does not comply with all requirements may not be reviewed.

Submission Procedures Deadline

Online submission of "Intent-to-Apply" due to MSA by **Friday, March 9, 2012**

Click [here](#) to complete the form
(Strongly encouraged but not required)

**Applications must be received by MSA no later than
12:00 PM (Noon) on Thursday, March 22, 2012**

Massachusetts Service Alliance
100 North Washington Street, 3rd Floor
Boston, MA 02114

Review and Selection Process

The Massachusetts Service Alliance will select applications using a multi-stage process that includes a review by a panel of MSA Board and staff members with final selection and approval by MSA's Board of Directors. During the review process, performance of programs that have previously received funding by MSA will be taken into consideration.

Selection Criteria

The Commonwealth Corps seeks to engage a diverse group of corps members whose service will address the host site's capacity to serve needs in identified focus areas. Agencies of all sizes are encouraged to apply.

Preference will be given to projects that:

- address a well-documented community and/or organizational need;
- will produce measurable outcomes;
- provide geographic or programmatic diversity to MSA's program portfolio; and
- can demonstrate meaningful impact within one year.

Proposals to engage members in unallowable activities will not be considered, including projects that:

- involve members in prohibited activities (see "Restrictions" section on page 13)
- utilize corps members to replace previously budgeted positions or to reduce overtime, hours of work, or opportunities for advancement for employees or members of host sites; and
- engage members in primarily administrative and/or office support roles.

Section VI

APPLICATION INSTRUCTIONS

Proposal narrative must be typed, double-spaced and in 12-point Times New Roman font and may not exceed 8 pages. Please use 1 inch margins. Attachments outside of what has been requested through these instructions will not be accepted. We urge you to follow these guidelines when writing your proposal:

- Please complete both the cover page and the narrative.
- Answer every section clearly and in order.
- If you are applying for more than one member to serve on different projects:
 - Complete a full separate application (including cover sheet) for each member project as each application will be reviewed separately.
- If you are requesting more than one member to serve on the same project:
 - Complete one application and specify the number of members requested.
- Print, sign, and submit one original and four copies of your proposal at the address below.

Section I. Executive Summary

Provide a one-paragraph summary of the proposed Commonwealth Corps project including need addressed, geographic area(s) served, member roles, and anticipated outcomes.

SECTION II. Organizational Background (20%)

Provide a clear and concise description of your organization and your organization's interest in hosting a Commonwealth Corps member by answering the following questions.

Organizational Overview

- What is your organization's mission, target population, and geographic area(s) served?
- What current programs and services does your organization provide?
- What other organizations in your region are addressing the same or similar issues that your proposed Commonwealth Corps project will address? What is your organization's relationship with these agencies? How do you work together to ensure that services complement one another and are not duplicative?
- Does your organization have experience hosting a service corps member (AmeriCorps, Commonwealth Corps)? If so, in what capacity and for how many years?
- Why do you want to host a Commonwealth Corps member? How will their service advance the goals of your organization?

SECTION III. Project Overview (50%)

Proposed projects that address a clear, unmet community need with a well-designed set of activities and measurable, meaningful outcomes will be given preference. Use this section to demonstrate how your project meets these criteria.

Community and Organizational Need

- Indicate the focus area that you have selected. Within that focus area, what community need(s) will the Commonwealth Corps project address? Provide evidence of that need in the target community.

- What is your organization currently doing to address this specific need? What does your organization need in order to increase or improve services in this area?

Project Details

- How many and what type (full, part, or flex-time) of Commonwealth Corps members are you requesting? How does the type of member you are requesting align with the responsibilities of the position?
 - **NOTE:** Host sites may only apply for one type of member slot and may not request a combination.
- What specific service activities will the member perform?
- Where will the member serve?
- What specific skills/knowledge, if any, should the member have to fill this position?
- Please provide your recruitment plan/timeline. Selection of members is conditional on MSA staff approval and final candidates are required to interview with MSA before being selected for service by the host site.
- Attach a position description for each proposed member role.
- To ensure the project will provide an adequate workload for the type of member requested during the year-long service term, provide a quarterly timeline of how and when the project will be conducted and expected benchmarks. You may outline this in whatever format you choose (paragraph, bullets, chart), but it must be provided within the narrative and may not be provided as an attachment.

Project Impact/Outcomes

- Describe the anticipated impact of the project on your organization's direct services.
- How will the organization monitor progress towards your performance measures and evaluate the success of the project?
- Complete the Performance Measure Worksheet attachment.

Sustainability

- How will the proposed project build your organization's capacity during the term of service?
- How will the project create lasting impact beyond the members' terms of service?

SECTION III. Member Support (30%)

Members need training, support and guidance to be successful. Use this section to demonstrate that your organization has the capacity to support the unique needs of service corps members and the project.

Member Training

- What orientation/training will you provide to the member(s)? How will you ensure that the member(s) is (are) properly trained and supported to carry out their project at your site?
- What other development opportunities, support, and/or benefits will you provide the member(s)?

Member Supervision

- Who will supervise the member(s) and what is their role in the organization?
- What is the supervision plan for the member(s)? How often will members have 1:1 meetings with the supervisor? If group supervision is an additional member support strategy, how often will this occur?
- How will the member(s) be introduced to the organization?
- Describe the physical workspace that will be provided to the member(s). How will you ensure that members are provided with adequate workspace, supplies, and resources to be successful in their service?

Section VII APPLICATION CHECKLIST

Completed	Application Item
_____	Title Page (Attachment A) *
_____	Application Narrative (8 pages, double-spaced)
_____	Executive Summary
_____	Organizational Background
_____	Project Overview
_____	Member Support
_____	Performance Measure Worksheet (Attachment B) *
_____	Commonwealth Corps Position Description (Attachment C) *
_____	Organizational Chart

Additional Attachments Needed (For Original Unbound Only)

_____	<p>Organizational Audit <i>(Include ONE copy of your organization's most recent A133/A128 audit and ONE copy of your organization's audited financial statements. If your organization is not required to complete an audit please attach the most current copies of your organization's Form 990. These audits should have been conducted during the previous twelve months.)</i></p>
_____	<p>Verification of Eligibility <i>(Attach a copy of the 501(c)(3) letter and the Massachusetts ST-2, "Certificate of Exemption".)</i></p>

* A template of this document is included at the end of this RFP in the "Attachments" section.

TECHNICAL ASSISTANCE INFORMATION

MSA will host two technical assistance webinars, a virtual training event which you can access from your own desk. To connect to the webinar, you will need a computer with internet browser and a phone. These sessions are not mandatory for applicants, but interested organizations are encouraged to participate. Please pre-register by clicking on the appropriate link below.

If you wish to attend, but are unable to do so, individualized phone technical assistance can be arranged by contacting Beth McGuinness, Director of Programs at 617.542.2544, extension 217 or bmcguinness@mass-service.org.

<u>Date</u>	<u>Time</u>	<u>Registration Link</u>
February 28	10:00am – 11:30am	https://cc.readytalk.com/r/18hr2je342hp
March 1	2:00 pm – 3:30 pm	https://cc.readytalk.com/r/h2itjzyrtw10

**Section VIII
ATTACHMENTS**

ATTACHMENT A TITLE PAGE

Indicate the focus area you are selecting (select one):

- | | |
|---|--|
| <input type="checkbox"/> Economic Opportunity/Workforce Development | <input type="checkbox"/> Education |
| <input type="checkbox"/> Health & Nutrition | <input type="checkbox"/> Youth Violence Prevention |
| <input type="checkbox"/> Veterans | |

Please provide the requested information below.

APPLICANT INFORMATION	
Legal Applicant Name:	
Employer Identification Number:	
Executive Director (ED):	
ED Address:	
ED Phone:	
ED E-mail:	
Member Supervisor:	
Supervision Address:	
Supervisor Phone:	
Supervisor E-mail:	
Has your organization received federal funds?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide an estimate of the number of years and the amount received annually.	
Has your organization received state funds?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide an estimate of the number of years and the amount received annually.	
How many years has your organization engaged volunteers?	
Does your organization currently engage service corps members, such as AmeriCorps or AmeriCorps VISTA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your organization received funding from MSA within the past 5 years? _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please indicate the type of support received (AmeriCorps, mentoring, mini-grant, etc.).	

MEMBER REQUEST

(Note: Applicants may only request members of the same service term and slot type)

Service Term Requested

August 1, 2012 – July 31, 2013

September 1, 2012 – May 31, 2013

Slot Type	Number of Members Requested
Full-time (1600 hours)	
Part-time (800 hours)	
Flex-time (400 hours)	

In submitting this application for the 2012-2013 Commonwealth Corps, I certify that the information is true and correct to the best of my knowledge. I understand that if my organization is selected to host Commonwealth Corps members, we are responsible for:

- Active recruitment of our members in consultation with MSA;
- Providing regular on-site supervision and support for the members, including site orientation and training;
- Providing adequate work space (desk, phone, computer) and resources for successful service;
- Participating in Commonwealth Corps evaluation, site visits, and other events;
- Attending mandatory supervisor meetings and orientation (maximum of 3);
- Making corps members available to attend orientation, trainings, and meetings (minimum of 3); and
- Collecting and reporting on evaluation data on a timely basis.

Executive Director Name:

Executive Director Signature: _____ Date:

ATTACHMENT B PERFORMANCE MEASURE WORKSHEET

Applicants must complete the capacity-building section and the focus area section appropriate to your proposed project. Complete this section by providing appropriate targets that you expect to attain as a direct result of your proposed Commonwealth Corps project, provide detail on the instrument or tools you will use to measure these changes, and describe the overall impact you expect to realize as a result of your Commonwealth Corps project.

CAPACITY BUILDING	
Goal: To expand the scale, reach, efficiency, or effectiveness of programs and organizations.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<u>REQUIRED MEASURES:</u>	
Indicator	Target
Number of community volunteers recruited/ managed by members	
Number of hours of service contributed by community volunteers recruited/ managed by members	
Dollar value of cash and/or in-kind support leveraged by members (including member-managed volunteers)	
Describe the instrument(s) or tools you will use to track these data.	
<u>ADDITIONAL MEASURES (select at least one):</u>	
Indicator	Target
Number of new beneficiaries served as a result of the project/member activities.	
Number of additional activities completed and/or program outputs produced by the program as a result of the project/member activities.	
Number of existing beneficiaries reporting improved program services as a result of the project/member activities.	
Describe the instrument(s) or tools you will use to track these data.	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	

ECONOMIC OPPORTUNITY/WORKFORCE DEVELOPMENT	
Goal: To improve economic well-being and security of economically disadvantaged individuals.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
MEASURES (select at least one):	
Indicator	Target
Number of individuals referred to job training and placement services.	
Number of individuals receiving job training or placement services.	
Number of individuals assisted in pursuing educational opportunities.	
Number of individuals assisted in receiving professional certification, licensure, or credentials.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	

HEALTH AND NUTRITION	
Goal: To improve the physical and mental health of communities.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
MEASURES (select at least one):	
Indicator	Target
Number of individuals utilizing preventive and primary health care services and programs.	
Number of clients to whom information on health insurance, health care access, and health benefits programs is delivered.	
Number of clients enrolled in health insurance, health services, and health benefits programs.	
Number of individuals participating in health education programs.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	

VETERANS	
Goal: To support or improve the physical, mental, and social wellbeing of veterans and military families.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	

REQUIRED MEASURES:	
Indicator	Target
Number of veterans and/or active duty military personnel that received assistance.	
Number of family members of veterans and/or active duty military personnel that received assistance.	
Number of veterans and/or military family members engaged as Commonwealth Corps members.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	
ADDITIONAL MEASURES (select at least one):	
Indicator	Target
Number of veterans received housing placement services.	
Number of veterans receiving services in one or more of the Commonwealth Corps focus areas:	
Number of veterans receiving services to increase access to primary and preventive health care and/or receiving information on health benefits.	
Number of veterans receiving job training, skill development, or job placement services.	
Number of veterans assisted in receiving professional certification, licensure, or credentials.	
Number of veterans assisted in pursuing education opportunities.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	

EDUCATION	
Goal: To improve school readiness and success for children.	
Early Childhood Education Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
EARLY CHILDHOOD EDUCATION REQUIRED:	
Indicator	Target
Number of new children participating in early childhood education programs.	
Number of children completing early childhood education programs.	
Number of children served demonstrating gains in school readiness in terms of social/emotional development, literacy skills, or numeracy skills.	

How will the project define and determine participation and completion?	
What specific instrument(s) will be used to measure results?	
<u>EARLY CHILDHOOD EDUCATION ADDITIONAL (OPTIONAL):</u>	
Indicator	Target
Number of parents/caregivers/guardians receiving referrals to early childhood education programs/services.	
Number of parents/caregivers/guardians increasing engagement in their child(ren)'s early childhood education.	
How will the project define and determine increased engagement?	
What specific instrument(s) will be used to measure results?	
<u>GENERAL EDUCATION REQUIRED:</u>	
Indicator	Target
Number of children participating in education programs.	
Number of children completing education programs.	
Number of children demonstrating improved school engagement through changes in at least two behaviors and/or attitudes. <i>Behavioral changes include increased attendance, increased completion of assignments including homework, increased teacher-reported participation, decreased disciplinary referrals and decreased reports of substance abuse. Attitude changes include increased interest in school, improved perspective on school climate, increased attachment to school, and increased educational aspirations.</i>	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	

YOUTH VIOLENCE PREVENTION	
Goal: To decrease youth involvement in risk behaviors including gang membership and substance abuse.	
Please indicate your anticipated target for each indicator as a result of the Commonwealth Corps members' activities.	
<u>REQUIRED MEASURES:</u>	
Indicator	Target
Number of youth connected to resources and services through outreach.	
Number of youth enrolled in positive development activities	

including job training and education/alternative education programs.	
Number of youth demonstrating decreased risk behaviors including decreased substance abuse, arrest, gang involvement, or disciplinary referrals and suspensions in school.	
Number of individuals assisted in receiving professional certification, licensure, or credentials.	
What specific instrument(s) will be used to measure results?	
Describe the impact you expect in this area as a result of the Commonwealth Corps project.	

ATTACHMENT C COMMONWEALTH CORPS POSITION DESCRIPTION



Commonwealth Corps Service Position Description



INSERT CORPS SPONSOR AGENCY NAME
INSERT PROGRAM NAME
INSERT SERVICE POSITION TITLE

The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism. Commonwealth Corps members will serve up to twelve months in full-time or part-time capacities at designated nonprofits and public entities. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

INSERT PARAGRAPH ABOUT CORPS SPONSOR AGENCY AND COMMONWEALTH CORPS PROJECT

Responsibilities:

- Attend all required corps trainings and service events held by MSA
- Complete minimum of (INSERT NUMBER OF HOURS) hours of service
-
-

Qualifications:

- Massachusetts residency
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
-

Member Benefits:

- \$__ per week, up to \$__ (TO BE DETERMINED BY MSA UPON AWARD)
- Health insurance (full-time members only)
- Bonus upon successful completion of service

- Training and other professional development opportunities
-

Term of Service

Position Start Date: _____ Position End Date: _____

Accepted members will be required to undergo (or instead 'clear') a background check.

[INSERT CORPS SPONSOR AGENCY NAME] will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. [INSERT CORPS SPONSOR AGENCY NAME] welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.