



TerraCorps 2018 Program Application Form for New Service Sites

Directions: Review the Service Site Application Packet in advance of applying to become a TerraCorps Service Site. The application deadline for organizations looking to host members is February 16th, 2018. Applicants will be informed about decisions by February 23rd. Member recruitment for positions will start in early March. Contact Hanna Mogensen, TerraCorps Operations and Communications Manager (mogensen@mountgrace.org) with any questions.

Service Site Information

Applicant Organization:

Website:

Address:

Name of Individual Filling out Form:

Job Title:

Phone:

Email:

Number of staff who work at this organization:

Organizational budget from most recent audited statement:

Partnered Service Sites: Are you applying as a partnership of two service sites, with the lead site sharing $\frac{1}{4}$ - $\frac{1}{2}$ of its member's service hours? *(if yes, please provide additional information below)*

Partnered Service Site name:

Website:

Address:

Contact at service site:

Number of staff:

Organizational budget from most recent audited statement:

Service Site Mission & Vision

- 1) Organizational Background:** Write a one to two paragraph description of your organization's background. Include the mission. *(Please also include information for partnered service site if applicable).*

2) TerraCorps is committed to building equity in land conservation for all communities across the urban-rural landscape continuum. **What practices does your organization have to increase inclusion and empowerment of people and communities that have historically been marginalized relative to land conservation and land access?**

3) **What is your organization's philosophy on environmental justice? How is that philosophy implemented in your work?**

4) **What is your organization's greatest accomplishment relative to equitable land access and conservation work in your community/region?**

Service Site Eligibility

TerraCorps service sites must meet the following eligibility requirements. Please read the Service Site Application Packet and answer each of the following questions below.

Is your organization a non-profit 501(c)3 organization in Massachusetts with land conservation, land access, or sustainable land use as part of its mission or vision statement?

Is your service area local, regional, state-wide, national, or international? Note: the TerraCorps model is designed to support local and regional organizations.

Does your organization (or lead organization if sharing a member) have at least one full-time staff member? Note: necessary for lead service sites.

Can your organization meet TerraCorps' member supervision requirements?

Can your organization provide professional office space for your member (*i.e. not virtual or home office, not isolated from staff or volunteers*)?

Can your organization provide special equipment needed for your TerraCorps members to carry out their service activities?

	Individual	Shared
Office Space		
Telephone		
Voicemail		
Printer		
Fax Machine		
Computer		
Internet Access		
E-Mail Account		n/a

Does your organization have liability insurance that would cover your TerraCorps member(s) at your service site and in the field?

Does your organization have the capacity to manage monthly administrative reporting?

Can your organization cover the following program match per full-time position?

1. \$7,955 program service fee in cash to TerraCorps
2. \$1,160+ spent on your members' service-related travel, equipment, and supplies, not including a computer;
3. 180 hours of staff time per member for in-kind match to the AmeriCorps grant.

Does your organization have an established non-discrimination policy that offers services without regard to age, religion, disability, political affiliation, veteran status, gender identity, sexual orientation, race, ethnicity, or national origin?

Does your organization have an established and board-adopted sexual harassment policy? If yes, please attach to this application.

Does your organization provide a drug-free workplace?

Is your site fully accessible to people with disabilities?

Please explain:

Positions Requested

- 5) **How many members would you like to have serve at your organization, and in which TerraCorps positions? Note: You may request more than one member for each position. We feel it is important for members to have peer-support and collaboration. Service site applicants that can accommodate at least two members MAY be given priority over applications applying for only one.**

Regional Conservation Coordinator
Community Engagement Coordinator

Land Stewardship Coordinator
Youth Education Coordinator

- 6) **Some service sites share their member's service with a second service site. Note the percent of each member's time that will be committed to the lead service site.**

Regional Conservation Coordinator
Community Engagement Coordinator

Land Stewardship Coordinator
Youth Education Coordinator

- 7) **In 2019 we are applying for the next 3-year grant cycle and are trying to better understand how many additional members we can place, and thus how much funding we need to apply for. What other positions, if any, might you want to add in the next 2 years?**

Regional Conservation Coordinator
Community Engagement Coordinator

Land Stewardship Coordinator
Youth Education Coordinator

Capacity Building Needs and Projects

After reading the Service Site Application Packet description and examples of capacity building activities and projects (Appendix A), please answer the following questions:

- 8) **What pressing need(s) for land conservation, land access, or sustainable land use in your service area will be addressed through TerraCorps members capacity building activities? (200 – 400 words)**

- 9) For each position requested, briefly describe one hypothetical service site capacity building project that you intend for your member(s) to carry out next year. For each project, describe the primary need addressed, goal(s), and partner(s) if applicable (150 – 200 words). Note: We recognize these projects may change based on member interests and other current unknowns.

If you have additional project ideas that you plan to explore, please list them here.

Environmental Awareness and Stewardship

After reading the Service Site Application Packet description and examples of environmental awareness and stewardship activities and projects (Appendix A), please answer the following:

- 10) List the primary audience and type of education and training that your members will deliver to meet the Environmental Awareness and Stewardship measures. (150 – 200 words).

After reading the Service Site Application Packet description of volunteer impact (end of Appendix A), please answer the following:

- 11) How will you encourage your TerraCorps members and your organization's long-term volunteers to engage with each other in a meaningful way? (50 – 150 words).**

Member Recruitment and Training

TerraCorps service sites are responsible for providing their AmeriCorps member(s) with professional development support needed to carry out their service activities. TerraCorps members can schedule up to 20% of their time for training. The TerraCorps program itself provides roughly 78 hours of orientation and training for full-term members. We expect service sites to schedule approximately 10% of their member's time for mentoring, skill building, and general professional development (on or off-site).

- 12) Please describe the professional development opportunities that you will provide for your member to carry out their service activities. If outside expertise is needed, what training resources might you tap? (50 – 150 words)**

- 13) Service sites are responsible for local recruitment and for applicant interviews and selection. Past experience shows that strong local recruitment efforts produce better experiences for members and service sites in these ways: housing availability, familiarity with locale, connections to local groups and networks. **Please describe what your site will do to lead local recruitment of member applications.****

Service Site & Supervisor References

Service Sites and Supervisors have primary responsibility for training the AmeriCorps member(s) and overseeing their service activities, including timekeeping and monthly reporting. (See full description of supervisor responsibilities in our Service Site Application Packet.) After the first 1 – 2 months of their member's orientation and training, supervisors will plan to meet with their member for at least one hour each week for ongoing guidance and mentoring. Anticipate committing roughly 8% of a Full Time Equivalent staff position for one member. Note: it is critical to report all supervisory staff time as match to the AmeriCorps grant.

14) Please include the following information for each staff person who will be supervising a TerraCorps member:

- a. Supervisor Name:
- b. Number of hours per week this person works for your organization:
- c. briefly describe the person's position in your organization/agency;

d. Include Supervisor Resume

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15) Please provide information for two organizations or agencies that you work with whom we can contact as a professional reference to confirm the following:

- Your organization provides a healthy work environment for its staff and volunteers
- Your organization performs work to the satisfaction of partnering groups or individuals
- Your organization has an ability to fulfill financial commitments and administrative reporting obligations

1) Name of Individual:

Organization:

Telephone Number:

Email:

Address:

2) Name of Individual:

Organization:

Telephone Number:

Email:

Address:

16) Each year we ask current supervisors to assist in training new TerraCorps members during our 5-day residential orientation. Trainings can be on a number of topics that relate to member's service, whether that be general professional skills or more specific skills related to one or more of the coordinator positions. Would any of the staff overseeing TerraCorps members at your organization be willing to provide a training during member orientation (8.27-8.31)? If so, please list the name of the staff and the training topic below. Thank you for your consideration!

Staff member willing to provide training

Training topic

1.

2.

3.

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*Thank you for your time.*