



TerraCorps 2018-19 Program Application Form for Returning Service Sites

Directions: Review the Service Site Application Packet in advance of applying to become a TerraCorps Service Site. The application deadline for organizations interested in hosting members is Monday, March 26th, 2018. Applicants will be informed about decisions by Friday, March 30th. Member recruitment will kick off with a recruitment webinar on Friday, April 6th. Contact Hanna Mogensen, TerraCorps Operations and Communications Manager (mogensen@mountgrace.org) with any questions.

Service Site Information

Applicant Organization:

Website:

Address:

Number of staff who work at this organization:

Organizational budget from most recent audited statement:

TerraCorps has reworked its financial model to better assist a range of nonprofit organizational capacity. As such, we are implementing a sliding fee scale this year based on budget size.

Partnered Service Sites: Are you applying as a partnership of two service sites, with the lead site sharing ¼- ½ 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) 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?**

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

3) **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 certain eligibility requirements. Please read the Service Site Application Packet and answer the following questions.

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. \$8,250-\$10,000 sliding scale admin fee to TerraCorps/Mount Grace;
2. \$1,500+ for your members' service-related travel, training, 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

- 4) **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 Collaboration Coordinator
Community Engagement Coordinator

Land Stewardship Coordinator
Youth Education Coordinator

- 5) **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 Collaboration Coordinator
Community Engagement Coordinator

Land Stewardship Coordinator
Youth Education Coordinator

- 6) **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 Collaboration 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:

- 7) **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.

Member Recruitment and Training

TerraCorps service sites are responsible for providing their AmeriCorps member(s) with professional development support 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) and strongly recommend that service sites put aside ~\$150 per member for training each year.

8) 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)

9) 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. Describe what your site will do to lead local recruitment of member applications.

Service Site & Supervisor Changes

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 the Service Site Application Packet.) After the first 1 – 2, when members have been oriented and trained, 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.

10) Please include the following information for any returning staff member planning to supervise a TerraCorps member:

- a. Returning Supervisor Name:
- b. E-mail:
- c. TerraCorps Position they will supervise:

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11) If you are planning important changes for hosting members (e.g. organizational staffing and member supervisor(s), office location, member training, focus for the member's activities, etc.), please describe them here:

12) Include the following information for any staff newly assigned to be a service site supervisor:

- a. New 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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- 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

13) Each year we ask service site staff to assist in trainings for TerraCorps members. This year we are looking to expand the number and type of dynamic trainings we can offer members. **Are any staff at your organization willing to provide a training for members, either in person or as a remote webinar? 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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*Please e-mail your completed application along with any additional attachments to [admin@terracorps.org](mailto:admin@terracorps.org)  
**Thank you for your time***