



PARTNERSHIP STEPS



STEP 1 DETERMINE ELIGIBILITY

Nonprofits, state or government agencies, Native American tribes, religious organizations, and school districts are eligible to partner with us.



STEP 2 IDENTIFY A CAPACITY BUILDING NEED

RRCC is focused on creating new programs and/or increasing capacity of current programs by 10%.

Capacity building activities must accomplish one or all of the following for partner organizations:

- Support or enhance the program delivery model
- Increase, expand or enhance services to address pressing community needs
- Provide a sustained level of increased or improved direct services after the AmeriCorps member's term has ended

Capacity building can look different at every partner site. Once you've identified a capacity building need, design service activities to address that need. Partner site applicants must describe how AmeriCorps members will increase capacity for their specific programs and services.

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STEP 3

DETERMINE YOUR ORGANIZATION'S FIT FOR FUNDING

Your organization must be able to complete the following requirements to be considered as a RRCC AmeriCorps host site.



Financial

Host site agencies must provide host site matches based on each member's term type:

- Full-Time \$14,400/member/year
- Half-Time \$7,200/member/year
- Quarter-Time \$3,600/member/year
- Minimum-Time \$3,000/member/year

Member Recruitment

Host site agencies are strongly encouraged to recruit locally for members, though RRCC can also assist with matching appropriate members to each partner site. Sites are also required to perform any additional background checks needed to ensure a potential candidate meets host site employment/volunteer policies. Host sites must communicate the status of potential candidates with RRCC to ensure enrollment is completed in a timely manner.

Member Training & Supervision

Host site agencies are responsible for specific on-the-job training applicable to the respective agency and day-to-day member supervision. This includes assigning a designated site supervisor for members,

who will review and approve monthly timesheets and reports, provide day-to-day supervision, and conduct member evaluations. Host site agencies are responsible for ensuring members do not engage in any prohibited activities while on-site/in-service. (Activities description will be provided)

Additional financial obligations include:

- Providing reimbursement for on-site, service-related travel associated with the members' training
- Performing agency-required background checks in addition to the background checks conducted by RRCC
- Providing training materials or supplies not otherwise provided by the program and needed for the members to perform their duties

Additional Logistical Concerns

Host site agencies are required to provide members with office space and equipment necessary to complete day-to-day service activities. Host site agencies must demonstrate the ability to track client and volunteer numbers for the purposes of outcome measurement.

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STEP 4

SUBMIT AN LOI/COMPLETE AN APPLICATION

The LOI is a brief description of your organization, and the way AmeriCorps will support your organization. Once we receive your LOI, you will receive an invitation to complete an application. You will be able you save your progress and return to complete the application later. It is recommended sites collect all required supporting documentation before beginning the application.

- Required supporting documentation includes:
- Organizational chart, including number of requested AmeriCorps members
- Agency drug-free workplace policy
- Agency equal opportunity employee policy
- Two letters of support from other community organizations; letters may NOT be from organizations currently receiving or applying for funding through any of RRCC's AmeriCorps programs
- IRS nonprofit letter of determination or other documentation showing your agency has nonprofit classification
- Latest Form 990 filed with IRS or documentation your organization is not required to file a Form 990

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STEP 5

RRCC & AMERICORPS REVIEW APPLICATION

Host sites are selected according to the following criteria:

- Alignment of member service activities to organization's program goals
- Ability of host site to meet performance measure requirements
 - » Tracking/documenting unduplicated client and counts
 - » Completion of pre-post organization assessment/program data
- Capacity of the organization to support and manage AmeriCorps members, including the ability to provide appropriate supervision and support for member(s)
 - » Returning sites will be measured on past performance in managing AmeriCorps program requirements
- General application quality/completion

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STEP 6

MEMBERS ASSIGNED & SERVICE BEGINS

Once accepted, each host site will recruit members and/or RRCC will assist with matching appropriate members to the site and the service program begins.



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