**Please complete the following application and return to Program Associate Kelli Shapiro, PhD, at** **preservewv@aol.com** **by 5:00pm on Friday, April 12, 2019**

**Organization/Agency/Site Name:** Click here to enter text.

**Address, City, State, ZIP:** Click here to enter text.

**County:** Click here to enter text.

**Number of staff:**

**Number of existing volunteers:**

**Website URL:**

**Social media URL(s):** Click here to enter text.

**Primary phone number for organization/agency:**

**Primary email address for organization/agency:**

**Description of organization/agency, including its official mission statement:** Click here to enter text.

**If different from the organization/agency, describe the physical site where the member will primarily serve:** Click here to enter text.

**Is your site listed in the National Register of Historic Places (either individually or as a Contributing structure in a National Register Historic District)?** Click here to enter text.

**If not, has it been deemed officially eligible for listing in the National Register of Historic Places?** Click here to enter text.

***If so, along with this application form, please submit proof of eligibility (such as an approved Historic Property Inventory form) from the West Virginia State Historic Preservation Office (SHPO).***

**Contact person (potential AmeriCorps site supervisor):** Click here to enter text.

**Contact person’s email, if different from above:** Click here to enter text.

**Contact telephone number, if different from above:** Click here to enter text.

**Requested Member Type (check the box):**

☐Full-time, 1700 hours/year

☐Part-time, 900 hours/year (will likely be a college student)

\_\_\_ Mark with an “X” if the site requests more than one member. Put figures below.

 \_\_\_\_ full-time member(s)

 \_\_\_\_ half-time member(s)

*For the following three questions, feel free to use additional sheets of paper if needed.*

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| 1. **Describe your organizational and/or community needs. How will your organization/agency and/or community benefit from an AmeriCorps member’s service? How did you identify these needs?**
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| 1. **During the recruitment process, PAWV will provide applicants with descriptions of the specific service opportunities available through the Preserve WV AmeriCorps program. Please begin developing that crucial description for your site. (Bullet points are fine, as is a narrative.) Describe the planned scope of service for your site’s potential AmeriCorps member. If you have previously benefitted from a Preserve WV AmeriCorps member, how will you build upon that member’s service activities? Include as many specific tasks as possible, along with a general timeframe for each task to be completed. Explain the needs that your member will be meeting through completing this scope of service. (The scope of service must cover 1 year of duties but can also be long-term, up to 5 years, since many sites have members for multiple years.)**
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| 1. **Logistical questions: Are you able to provide the matching cash sponsorship for the member? What is your organizational capacity for supervising the member? Also, where will the AmeriCorps member be stationed? (Please be as specific as possible. For instance, will the member have a desk in the organization’s office, etc.?)**
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**Evaluation Questions:**

For the 2019-2020 program year, PAWV will be conducting an evaluation of the Preserve WV AmeriCorps program. Please help us prepare the evaluation by *providing benchmark data, or information about your organization/agency in the year prior to your participation in the program.*

1. **What was the first service year your organization/agency hosted Preserve WV AmeriCorps members?**

☐2013-2014

☐2014-2015

☐2015-2016

☐2016-2017

☐2017-2018

☐2018-2019

☐We have never hosted a Preserve WV AmeriCorps member

1. **If you previously had a Preserve WV member or members, what specific historic resources did the member(s) help preserve (or help increase the usage of) during previous service years?**
2. **If applicable, what was your total site attendance in the year prior to your site having a member?**
3. **How many volunteers did your site have that year prior to having a member?**

**Performance Measures Table**

Quantify the accomplishments AmeriCorps members will complete during the 2019-2020 program year. While these are estimates, your performance measures should be both ambitious and attainable. PAWV will use these as a guideline for proposing the program’s Performance Measure standards in future AmeriCorps grant renewal applications.

The information should reflect what the AmeriCorps members that you request will accomplish themselves, NOT your overall organization’s/agency’s impact. Use the space at the end of the document to describe AmeriCorps member activities and outcomes that will not be captured by these performance measures. (A bullet-point list will be acceptable.) The timeframe for these performance measures is the member’s service year, expected to be from late August 2019 to August 2020.

1. \_\_\_\_The AmeriCorps member will increase capacity at the host site by recruiting, training, and/or managing volunteers. (Mark with an "X”, if appropriate.)
2. **\_\_\_\_** Number of volunteers the AmeriCorps member is expected to recruit/train/manage (can include existing volunteers)
3. \_\_\_\_ The AmeriCorps member will build capacity at the host site by creating new policies/plans/handbooks that the site will continue to use after the member leaves. (Mark with an “X”, if appropriate.)
4. **\_\_\_\_**Total expected number of visitors to the site, based on prior data
5. \_\_\_\_ The AmeriCorps member will organize special, heritage tourism-related events (including recurring and new events) for the host site. (Mark with an “X”, if appropriate.)
6. \_\_\_\_ Number of special events the AmeriCorps member is expected to organize, based on prior data
7. Names and locations of historic resources that will receive preservation assistance from the AmeriCorps member. (A historic resource can be a museum/archival collection, building/structure, historic downtown or other historic district, etc.). For each resource, what are the proposed preservation activities the member will conduct?