



CTEP AMERICORPS HOST SITE APPLICATION PROGRAM YEAR 2023 - 2024

Partner Information

Organization Name:

Mailing Address:

Primary Contact for the Application:

Email Address (*primary contact for the application*):

Phone (*primary contact for the application*):

Application Date:

I. Organization Background

1. Please provide a brief description of your organization's mission and programmatic history over the past three years.
2. Please describe how the proposed programming at your site would benefit CTEP AmeriCorps target groups (low-income employment aged-youth, adults, seniors, new Americans, and BIPOC community members). Please include any evidence base in your response.
3. Please describe the CTEP AmeriCorps member's specific role in the proposed programming. Include a specific position title, if applicable.

4. Please describe the work environment at your organization and any requirements for the member to successfully complete their service (e.g., physical, emotional, and intellectual demands; special equipment needed to reach participants or deliver the proposed service).

5. Please provide the name and title of the proposed supervisor to oversee the CTEP member's service. Please provide a brief description of the individual's supervisory experience with your organization. Please include any previous CTEP or AmeriCorps program experience (e.g. Vista, National School for Service, Reading Corps etc.)

6. Is the proposed service site accessible by public transportation? Will the member need a vehicle to reach their primary or secondary service locations?

7. Please describe your organization's commitment to diversity, equity, and inclusion (DEI) and how it ensures a safe and supportive environment for all races, religions, gender identities and abilities.

II. MEMBER REQUEST

1. Number of full-time (1700 hours) members requested _____
 - a. If you are requesting more than one member, please list the position title and service location in order of importance (*e.g., #1 - Digital Literacy Instructor at service location A, #2 - ABE instructor at service location B*). Add additional rows as needed.

 #1

 #2

 #3

- b. If more than one CTEP AmeriCorps member will serve at the same service site, please describe the reason that more than one is required and whether their tasks will be different.
- c. Does the proposed service site(s) plan to use members from other AmeriCorps programs during the service year? If so, which one(s) and how will the CTEP member's service be different?

III. CTEP AMERICORPS PROGRAM GOALS

CTEP AmeriCorps actively seeks organizations able to produce results that contribute to our program goals. The goal for each outcome is identified below. Please indicate a number that is realistic for your organization and community. Estimates that do not meet our program goal will not disqualify your application.

1. At least 50 participants earning a Northstar or alternate technology certification as a result of member training and/or capacity building.

Estimated number of participants certified per CTEP member _____

Certifications administered (*at least one of the following topics must be offered*)

Essential Computer Skills	Essential Software Skills	Using Technology in Daily Life	Alternate CTEP Certifications
<input type="checkbox"/> Basic Computer Skills	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Social Media	<input type="checkbox"/> Typing
<input type="checkbox"/> Internet Basics	<input type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Information Literacy	<input type="checkbox"/> Networking
<input type="checkbox"/> Using Email	<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Job Search Skills	<input type="checkbox"/> 3D Printing
<input type="checkbox"/> Windows Operating System	<input type="checkbox"/> Google Docs		<input type="checkbox"/> Premiere Pro (media making)
<input type="checkbox"/> Mac Operating System			

2. At least 18 participants obtaining wage earning jobs as result of member training and/or capacity building. *Note: a job may be full-time, part-time or temporary but it must provide a salary or wages.*

Estimated number of participants obtaining a job per CTEP member _____

3. At least 15 volunteers recruited by and/or managed per CTEP member _____

What systems or approaches will be used to verify program participant outcomes?

IV. Additional Support (not required)

Every year CTEP offers applying organizations the option to provide additional support to members as a means of attracting qualified first time candidates or returning CTEP members. Typically, monetary subsidies support a member's transportation or housing costs and range from \$500 - \$1,000 per year for first time CTEP members and \$700 - \$1,800 for returning members. Non-monetary support has included discounts or free professional development training, facility space for member or CTEP program training offered at no-cost or as an in-kind contribution *(please contact Allison Williams at williams@spnn.org for more information about in-kind contributions).*

Is your organization able to provide additional support to your CTEP member or the CTEP program?

SUBMISSION:

1. Application will be in fillable PDF format. Please do not change the file type.
2. Please re-title the completed application to include the organization's name at the beginning of the file name (example: SPNN_CTEP Host Site Application_2023-24)
3. Send the application to ctepmn@spnn.org no later than February 24, 2023 at 5 PM.

CTEP AmeriCorps and the St. Paul Neighborhood Network support equal opportunity for all regardless of race, ethnicity, national origin, sexual orientation, gender identity or expression, age, religion, mental or physical ability, veteran or socio-economic status.