



HOST SITE APPLICATION PROGRAM YEAR 2025 - 2026

Thank you for your interest in the Community Technology Empowerment Project! We look forward to reviewing your application. For questions, please contact us at ctepmn@spnn.org.

AmeriCorps service typically takes place at no-profit, government, and/or educational institutions. Restrictions or additional policies may apply for AmeriCorps service at sites that are faith based/religious or for-profit entities. Is your organization a faith based/religious or for-profit entity?

- Yes
- No

Organization Information and Community Need

Organization Name: _____

Mailing Address: _____

Primary Contact for the Application: _____

Email Address: _____

Phone: _____

Executive Director: _____

Email Address: _____

Phone: _____

Invoice Contact: _____

Email Address: _____

Phone: _____

1. Briefly describe your organization's mission and vision.
2. Help us better understand the population and community that the AmeriCorps member(s) will serve through your organization. Please include information such as geographic reach, participant demographics, community need and/or specific populations served. Please provide evidence in your response.
3. AmeriCorps policy requires that members serve at a physical location, even if service activities are delivered virtually. Does your site have a physical location and space for AmeriCorps members to conduct their service?

 Yes
 No
4. Is the proposed service location accessible by public transportation? Please describe.

Site Supervisor Information

All AmeriCorps programs require a Site Supervisor to provide onsite support and direction for each member placed. This is typically a staff member at the service

location and cannot be another AmeriCorps member. Site Supervisors must have at least 2 years of supervisory or leadership experience and be able to commit a minimum of one hour per week to supporting the AmeriCorps member. Site Supervisors are also required to attend a day-long orientation during the first week of the program year.

1. Please provide the name and Title of the proposed site supervisor

Site Supervisor Name: _____

Site Supervisor Title: _____

2. Please provide a brief description of the Site Supervisor's role within the organization and supervisory experience (including any with CTEP or AmeriCorps).

Recruitment Contact Information

CTEP staff lead the interview and selection process for AmeriCorps members. Partner organizations play an essential and active role in member recruitment by collaborating with CTEP staff to provide referrals and recruit prospective AmeriCorps members from their community and networks.

1. Please identify a recruitment contact who will lead recruitment efforts at your site and serve as a point of contact for CTEP staff for recruitment-related communication.

Recruitment contact name: _____

Recruitment contact email: _____

2. What characteristics are you looking for in an AmeriCorps member? (e.g. *bilingual in Spanish preferred, ability to travel between multiple locations*).

3. If you are referring a candidate for the position, please provide their name

and contact information here.

Member Request

There is no limit to the number of members an organization may request, however each member must have separate responsibilities that are not dependent on the other member(s).

1. Please indicate the number of AmeriCorps members requested by service type:

Full-Time (35 hours per week): _____

Three-Quarter Time (25 hours per week): _____

Half-Time (18 hours per week): _____

2. Please describe the activities the requested AmeriCorps member(s) will perform with your organization. How will AmeriCorps service build the capacity of, but NOT replace or duplicate the work of existing staff?
3. Will the member serve at one or multiple service locations? If the latter, please indicate whether a personal vehicle is required. Note: AmeriCorps members are not allowed to drive participants, children or hazardous products (chemicals, power tools, etc.) Members under the age of 18 are not allowed to drive as part of their service.
4. Please briefly describe the environment where the member will serve. Please include details such as whether the member will serve in a classroom, computer lab, open space etc.
5. If more than one CTEP AmeriCorps member will serve at the same service

location, please describe how their tasks will be different.

6. Please list any other requirements for the member to successfully complete 12 months of service (e.g., physical, emotional, and/or intellectual demands).

CTEP AMERICORPS PROGRAM GOALS

Northstar Digital Literacy Standards

CTEP AmeriCorps' mission is to bridge the digital divide for low-income adults (18 years old and older) and youth (17 years old and younger) by recruiting and placing trained volunteers to provide digital literacy skills instruction. CTEP utilizes the Northstar Digital Literacy Standards as the primary platform to deliver these skills. Partner organizations offering the Northstar Digital Literacy Standards are expected to promote CTEP led Northstar training at the service site.

1. Does your organization currently offer the Northstar Digital Literacy Standards to participants?

- Yes
- No

If not, you will be contacted after submitting your application to discuss how Northstar will be added to and promoted at the service location.

2. Will the Northstar Digital Literacy training be offered primarily to adults or youth?

- Adults
- Youth

3. Please estimate below, the average number and type of participants each CTEP AmeriCorps member will teach per week e.g. 50 participants per week, 90% adults, 10% youth.

Volunteer Management

The CTEP AmeriCorps program seeks organizations that utilize volunteers to support digital literacy skills training. CTEP provides training to all members in volunteer management.

1. Does your organization currently have volunteers supporting your digital literacy program? *(if responding no, skip to question 4)*

Yes

No

2. How does your organization attract volunteers?

3. On average, how many volunteers does your organization engage to support your digital literacy program?

4. If you responded 'No' to question 1, is your organization interested in recruiting volunteers to support your digital literacy program?

Yes

No

Other CTEP Services

CTEP AmeriCorps members prepare participants, and proctor assessments for the Microsoft Office Specialist and Google Suite Certification. Will your organization offer these training opportunities as part of your digital literacy program?

Yes

No

If not, would your organization be interested in offering these training

opportunities?

- Yes
- No

CTEP AmeriCorps offers “Make Your Own Media” training where participants learn technology skills and the craft of creating media to tell community stories. This training is offered through the St. Paul Neighborhood Network. Would your organization be interested in offering this training?

- Yes
- No

Data Collection

CTEP AmeriCorps is required to collect and report participant outcomes that result from CTEP AmeriCorps service. Participant information is collected by CTEP AmeriCorps members throughout the year after in-depth training in data collection methods and privacy issues, by independent data scientists contracted by CTEP. CTEP data collection does not require the use of names (first or last) however other Personally Identifiable Information (PII) such as sex, race, and age will be requested as they are critical for measuring impact, program performance.

1. What systems does your organization utilize to track and report participant outcomes?

2. Is your organization able to collect and report participant outcomes to CTEP AmeriCorps as described above?
 - Yes
 - No
 - Not sure

Responding ‘No’ or ‘Not Sure’ will not disqualify your application; however, additional discussion will be necessary on data collection before signing the

partnership agreement.

Review and Submit

By signing below, you confirm that you understand and agree to the expectations and responsibilities of partnership with CTEP.

_____	_____	_____	_____
Printed Name	Title	Signature	Date

The Community Technology Empowerment Project is an AmeriCorps program managed by St. Paul Neighborhood Network (SPNN). CTEP and SPNN support equal opportunity for all regardless of race, ethnicity, national origin, sexual orientation, age, religion, mental or physical ability, veteran or socio-economic status.