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Application Process Overview

Welcome to CivicSpark's Project Proposal Application for the 2024-25 service year. Your application will help CivicWell staff understand your project, identify the alignment of your project with program priorities, and ensure your project is eligible for CivicSpark support. If you have multiple projects with varying Supervisors and need multiple Fellows, you will need to submit a separate application for each. If you have various projects with one supervisor, you can submit one application.

Completion of the application form does not ensure you a placement, nor does it obligate you or your agency to participate in any way. The entire process is outlined below. For additional information about the process or the application, please refer to [our website](#).

1. Submit application.
2. Participate in a proposal review call with CivicWell staff to ensure fit with CivicWell Strategic Priorities and the CivicSpark mission and structure.
3. If approved, you must complete:
 1. **Service Agreement:** Your agency/organization and CivicWell execute a Service Agreement (contract) outlining mutual roles, expectations, responsibilities, and terms of payment.
 2. **Candidate Interviews:** You (and your designated "Site Supervisor" if not you) review and interview pre-screened candidates and notify CivicWell of interest in candidates.
 3. **Orientation:** Site Supervisor participates in an Orientation webinar and completes an eligibility form.
 4. **Site Preparation:** Site staff prepare for the Fellow(s) arrival, including work space, computer, etc.

You can save the application by creating an account at the bottom of this page. Please save your username and password. You can login again [via this link](#).

All fields marked with a red *are required.

AmeriCorps Policies and Fiscal Contribution

AmeriCorps Restrictions:

Before diving into the application, we want to be sure that you understand certain conditions we have for the program.

As a federally funded program, CivicSpark Fellows are only allowed to work on contracted activities, not engage in fundraising, and are prohibited from engaging in certain activities. Please review the list of restrictions on Fellow activities (see link below). Once you have reviewed this list, check the box below indicating that you understand these restrictions and agree that Fellows will only engage in allowable activities while implementing your project scope.

Please review the [Prohibited Activities](#) before checking the box below

I understand the program restrictions and agree that Fellows will only engage in allowable activities during the implementation of our project scope. *

I agree

Fiscal Contribution:

CivicSpark Fellow positions are funded in part by AmeriCorps, and in part by participating organizations (or third-party sponsors). Receiving CivicSpark support requires a fiscal contribution that covers Fellow living allowance, workers compensation and liability insurance, Fellow benefits, and programmatic operating costs including professional development and

CivicSpark staff support for Fellows. For additional details on cost refer to the "[Project Partner](#)" page on our website and scroll down to "Partnership Details" Section and click on the "Fiscal Contribution" tab. Note that costs vary by state, as noted below:

- \$31,000 for organizations in CA, CO, HI, and WA.
- \$29,000 for organizations in FL and northern VA (Northern/DC region)
- \$25,000 for organizations in AR, AL, GA, LA, MS, NC, PR, SC, TN, VA (southern/non-DC region).

The fiscal contribution is billed upfront or in 4 equal quarterly payments (specifics are discussed during contracting).

If your organization is being sponsored by a third-party, you will be responsible for securing the funds and working with us and the sponsor in the contract process. CivicSpark staff are not able to support searching for or securing funds for organizations.

You can also find more information in the [Partner FAQ page](#).

I have reviewed the Fiscal Contribution section and agree to securing funding for and/or paying for the amount noted for the state my organization is in if we receive a Fellow. *

I agree

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I. Organization and Contact Information

In this section, you will provide key organization details and contact information.

Organization Name *

Has your organization/department hosted a CivicSpark Fellow(s) before? *

Yes

No

If yes, which year(s) did you host a Fellow? Select all that apply. *

2023-24

2022-23

2021-22

2020-21

2019-20

2018-19 and/or earlier

Unsure

Type of Organization *

State Agency

Non-Profit

Local/Regional Agency

Tribal Government

Other:

Organization Website *

Organization Address (the physical location your Fellow will report to) *

City *

State *

Zip Code *

County *

Project Contact Information:

This individual will serve as the primary recipient for relevant project information and updates. Responsibilities include managing communication channels, ensuring the timely dissemination of crucial details, and acting as the central point of contact for inquiries related to the project.

Project Contact's First Name *

Project Contact's Last Name *

Project Contact's Phone Number *

Project Contact's Email Address *

We appreciate and encourage collaborative partnerships! Please select additional roles the Project contact will play in support of streamlined communication and fellow placement: *

- Promote and market your Fellowship position(s)
- Participate in quarterly Partner Network Calls
- Recipient of monthly Partner Memo Emails

Fellow Supervisor Information:

This individual will serve as a crucial point of contact for any queries, concerns, or updates related to the fellow's work, fostering a supportive and collaborative working relationship. They will also participate in fellow interviews

Same information as project contact?

Fellow Supervisor's First Name *

Fellow Supervisor's Last Name *

Fellow Supervisor's Phone Number *

Fellow Supervisor's Email Address *

Has this staff member managed CivicSpark Fellows in the past? *

- No
- Yes
- Unsure

If yes, please list out the Fellow names, if possible.

Please select additional roles the Fellow Supervisor will play in support of streamlined communication and fellow placement, if any:

- Promote and market your Fellowship position(s)
- Participation in monthly Partner Network Calls

Recipient of our monthly Partner Memo Emails

Billing Contact Information:

This individual will play a central role as the primary point of contact for all communications related to billing matters.

Same information as project contact?

Billing Contact's First Name *

Billing Contact's Last Name *

Billing Contact's Phone Number *

Billing Contact's Email Address *

Please select additional roles the Billing Contact will play in support of streamlined communication and fellow placement, if any:

Promote and market your Fellowship position(s)

Participation in monthly Partner Network Calls

Recipient of our monthly Partner Memo Emails

Additional Contact Information:

This individual will serve as a reliable backup if the primary contact is unavailable.

Add an additional project contact?

Additional Contact's First Name *

Additional Contact's Last Name *

Additional Contact's Phone Number *

Additional Contact's Email Address *

References

Provide two references who can attest to the identified Site Supervisor's experience as a supervisor (whether the SS will be yourself or another staff member). Ideally, this would include at least 1 past supervisee or mentee.

Reference 1

Reference's First Name *

Reference's Last Name *

Reference's Organization *

Reference's Phone Number *

Reference's Email Address *

Reference 2

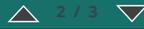
Reference's First Name *

Reference's Last Name *

Reference's Organization *

Reference's Phone Number *

Reference's Email Address *



II. Project Needs and Goals

In this section, you will outline the community resilience capacity needs and goals of your project. The following elements will be listed on our website and should be engaging and compelling for applicants. Strong titles, clear project descriptions, and local community and organizational culture are likely to attract more candidate interest. CivicWell will use this information to craft your placement description.

Project Name

*Please create a name that denotes the work this project will entail and that will entice candidates to your project. Limit to 100 characters. **

Select the most appropriate categories for your project (project areas, activities, and audience). We will use these categories to match proposals with candidate interests, and rank applications in accordance with our programmatic priorities. Your project may be focused on a more specific topic (e.g., energy or emergency management), but should still fall under at least one of these overarching project areas. (check all that apply). *

- Affordable Housing
- Climate Adaptation (e.g., sea level rise planning, environmental justice, climate migration planning)
- Climate Mitigation
- Disaster Response and Preparedness / Emergency Management (e.g., flood prevention, wildfire prevention, coastal protection)
- Ecosystem / Habitat Conservation / Biodiversity Protection
- Energy Efficiency
- Infrastructure Development, including Broadband
- Public Health
- Renewable Energy
- Transportation / Mobility
- Urban Planning
- Waste Management
- Water Management
- Water Policy
- Other

Project Needs and Goals

Provide a brief description of the community resilience needs this project will address. Your description should include 1-2 sentences on each of the following:

- Specific agency/ies served, including specific organizational capacity needs, as they relate to this proposal

- Environmental (e.g., extreme weather events, sea level rise, drought, etc.) and/or social equity (e.g., affordable housing, mobility, etc.) challenges this project will address.

*

0/400 words

CivicSpark Project Description(s)

Provide a brief description of one or more capacity-building projects. For each project identified, describe the following:

1. Overarching goals of the project
2. Role of the Fellow in the project
3. Desired project outcomes in terms of resources developed (e.g., reports, plans, networks, etc.)
4. How these resources will help increase the agency's capacity to address the resilience challenges you described in the previous section.

To help candidates better understand your project, please avoid using acronyms or highly technical terms. *

0/600 words

How many Fellows do you want to bring on for this project(s)? *

Under AmeriCorps law, if a host site wants a Fellow to conduct service for which they have employees who are (i) "engaged in the same or substantially similar work" as that proposed to be carried out by AmeriCorps members, and (ii) represented by a labor union, then the host site must obtain a written concurrence from the labor union. Please select below whether the service work described above is similar to that of any of your employees who are represented by a labor union. *

- No
 Yes

If yes, then we will require you to consult with the appropriate local labor organizations, if any, representing employees in the area who are engaged in the same or similar work as that proposed to be carried out by the Fellow(s) to ensure compliance with the federal non-displacement and non-duplication requirements, as set forth at 42 U.S.C. section 12637. (42 U.S.C. § 12583(c)(2).) You must receive written concurrence of the local labor organization representing those employees to send to CivicSpark staff prior to the Fellow beginning service; this can be in the form of a letter or e-mail from the local union leadership. *

I agree to consult with local labor organizations if needed and to get written concurrence prior to the start of the service year.

III. Organizational and Community Considerations *

Geography *

Provide a brief description of your organization, including the workplace culture and environment; a demonstrated commitment to justice, equity, diversity, and inclusion; and how serving with your organization will be a good professional development experience. *

0/400 words

Provide a brief description of the community your organization serves, including why your community is an interesting place to live and work to help Fellows learn more about your area. *

0/400 words

[OPTIONAL] Fellow participation in CivicSpark is constrained by the limited stipend we can offer as an AmeriCorps program. The stipend for first year Fellows in 2024-25 is \$34k for Fellows in CA/CO/HI/FL/WA and \$30k for other states. Second-year Fellows returning to serve at the same site will receive an extra \$5k (paid by the partner agency). CivicWell strives to diversify the resources we can offer to Fellows (e.g., housing opportunities, parking passes, transit subsidies, etc.). Any non-monetary resources you can provide to Fellows could make a significant difference; we encourage you to identify them here (CivicWell will follow-up on these during the application interview and startup process).

Note: host sites CANNOT provide additional financial stipends or hourly pay to the Fellow(s).

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IV. Required Fellow Skills

Technical Skills and/or Subject Matter Expertise

Select your top TWO technical skills or expertise you believe a candidate should have to add the greatest value to your project(s).

Note: As most applicants are recent college graduates and emerging leaders, CivicWell cannot guarantee a particular technical skill-set or degree (e.g., engineering) for Fellows. We will strive to align project needs and Fellow skills to the extent possible.

Technical Skills and Expertise *

- Community Outreach
- Data Analysis
- Data Collection
- Emergency Management

- Environmental Justice
- Food Justice / Food Recovery
- GIS Mapping
- Graphic Design
- Marketing
- Stakeholder Engagement
- Technical Writing
- Tree Planting / Care
- Volunteer Management
- Wildfire Recovery / Home Hardening
- Workforce Development
- Other

General Skills

Select your top TWO general skills or experiences you are looking for in a candidate.

General Skills *

- Bilingual
- Community Engagement
- Facilitation
- Project Management
- Public Speaking
- Relationship Management
- Research

Additional Required Skills and Traits for Fellow Placement

Provide a brief description of the traits or skills you would like to see in a Fellow (eg. bilingual, GIS).

Note: our primary Fellow applicant demographic is recent college graduates. We may not be able to accommodate a need for advanced degrees or highly technical skills. *

0/200 words

V. Service Plan and Resources

On-Site or Hybrid Service

Due to the changes since COVID-19 began, we understand some organizations may operate in hybrid work schedules, with some remote and in-office time. AmeriCorps allows some hybrid service, with a preference for on-site as much as possible to support Fellow professional growth and sense of community in their service location. Remote service should be limited and organizations who do not have a physical address. Fellows must live within 50 miles from their service location, even if they will only come in to the office a few times a month.

Please select your preference for Fellows to serve on-site or hybrid. *

- On-site

Hybrid

If you selected hybrid, please elaborate on expectations for on-site and remote working days: *

0/60 words

Workspace Availability

We agree to provide a suitable and dedicated workspace for our Fellow(s), in an office setting (including a desk in a shared office or cubicle, computer, telephone, and any other appropriate and necessary office technology). If the Fellow will be serving a hybrid schedule, I agree to provide sufficient resources (computer, access to servers) to complete service remotely.

*

I agree

Please share any potential workspace barriers/constraints, if any.

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VI. Support for Fellow

Please confirm understanding of the following supervisory and hosting responsibilities.

Supervisor Assignment

I agree that our organization's assigned Site Supervisor will participate in the startup process (application interview, candidate selection process, partner orientation) and can fulfill the responsibilities outlined above during the service year.

*

I agree

Supervisor Transition

*I agree that if the supervisor transitions to another role or position during the service year, we will let CivicSpark staff know as soon as possible and will work to ensure the new supervisor is fully engaged in the program responsibilities to minimize disruption and support a strong Fellow experience. **

I agree

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VII. Fiscal Contribution Continued

Sources for Fiscal Contribution

*Please list the sources for the fiscal contribution. If sources are not yet known, indicate potential sources and the expected timeframe for your organization to secure funding. Please keep in mind that if your organization is interested in being sponsored by a third-party, you are responsible for researching and securing that funding and working with us and the sponsor in the contract process. **

Federal Funding Sources

Will any part of your fiscal and/or match contribution come from federal sources?

*

No

Yes

If yes, what agency? *

Based on the number of Fellows requested prior, your expected Fiscal Contribution will be (CA/CO/HI/WA):

\$0.00

Based on the number of Fellows requested prior, your expected Fiscal Contribution will be (FL and VA (Northern/DC suburbs)):

\$0.00

Based on the number of Fellows requested prior, your expected Fiscal Contribution will be (AR, AL, GA, LA, MS, NC, PR, SC, TN, VA (southern/non-DC region)):

\$0.00

Please note that if you are in Virginia, you may see two numbers - the actual number will be the one that aligns with your location in Virginia (Northern or Southern)

Please note this number assumes first or second year Fellows not returning to the same site. Fellows returning to the same site receive \$5,000 more directly contributed to the Fellow from the partner.

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Submit

You should receive an email confirmation upon submitting your application. Please check to ensure that you receive this confirmation (inbox *and* spam folder). If you do not receive a confirmation email, your application may not have been submitted. Please contact Justin Brosseau (jbrosseau@civicwell.org) right away if you submit an application and do not receive a confirmation email.

Application Confirmation Email Address

Provide the email address for application confirmation. *