**PHENND**

**Section 1**

*Q1.*

This application will be open from Sept 21 - Nov 15, 2021.  We **strongly recommended** you attend an informational webinar in October (details posted in the PHENND Update) as well as **contact PHENND for a short phone consultation after the webinar** before spending a lot of time working on the application. These conversations will help us decide if your project is good fit for the VISTA program, and also allow us to give you advice to strengthen your application. Contact the PHENND office at 215-573-2379 and someone will schedule this for you.

You can save your work and come back to this application as long as you use the same computer.

Note: This application is **only** for nonprofit organizations and university-based programs in the Greater Philadelphia area. **If you are a Philadelphia public school**, we have a different school-based VISTA program and application timeline. Contact PHENND at 215-573-2379 for more information.

*Q2.* Section I: Organization Information

*Q3.* Organization Name:

*Q4.* Primary Contact

Name

Title

Email address

Phone number

_Q5._ Agency Information

Name of organization

Address

City

State

Zip + four digit extension (required)

Phone number

website

Total FTE staff

Total annual budget

_Q6._ Agency Mission

_Q7._ Section II: Community Need

Answers in this section should be 1-2 paragraphs in length.

_Q8._ Please state in measurable and quantifiable terms the specific community need the PHENND Fellow will address through the VISTA project, including the number of people in the community directly affected by the problem.

*Q9.* Describe how your agency addresses or will address this need through a particular program or intervention.  Explain the evidence base that guided you to choose this strategy (i.e., how do you know your intervention/program will work to address the problem?)

<br>

*Q10.* How will the PHENND Fellow build capacity for that specific program or intervention that addresses the problem described above? *Note: Fellows can build capacity for your agency overall, but those proposals are typically less viable than ones targeted at building capacity for specific programs or interventions.*

<br>

*Q11.* Describe the level of community involvement in the Fellow's project.  How is the community already involved in this project, either in the development of the idea or in the intended execution?

<br>

*Q12.* Section III: Project Plan
VISTA projects typically take place over a three year period and include planning, implementation, and building for sustainability over those three years. A successful

VISTA project has a strong VISTA Assignment Description (VAD) for each year that reflects the activities required to reach each stage of the overall project goal. The questions in the following section relate to the VAD.

*Q13.* For returning sites only, please provide a brief summary of accomplishments to date.

*Q14.* Please describe the overall goal of your VISTA project's three-year cycle.  What will be accomplished in each year of the project (particularly the 2nd and 3rd years?)  How will the project be sustained by your organization for a 4th year and beyond?

*Q15.* What methods, information, or data will you use to evaluate the Fellow's progress toward the project goal?

*Q16.* Please write the goal for the VISTA project for this coming year (750 characters or less.)

This goal should describe the product or service that will result from the PHENND Fellow's activities, show how the VISTA's activities will build capacity to achieve that product or service, and show how this product or service will address poverty.

[ ]

*Q17.* Please write one major objective related to that goal.

[ ]

*Q18.* Please write at least three activities the VISTA will need to complete to achieve the above objective above.

Obj 1 / Activity 1        [ ]

Obj 1 / Activity 2        [ ]

Obj 1/Activity 3        [ ]

Obj 1 / Activity 4        [ ]

*Q19.* Please write a second  major objective related to that goal.

[ ]

*Q20.* Please write at least 3 activities the VISTA will need to complete to achieve the above objective.

Obj 2 / Activity 1        [ ]

Obj 2 / Activity 2        [ ]

Obj 2 / Activity 3

Obj 2 / Activity 4

*Q21.* Please write a third major objective related to that goal.

*Q22.* Please write at least three activities the VISTA will need to complete to achieve the above objective.

Obj 2 / Activity 1

Obj 2 / Activity 2

Obj 2 / Activity 3

Obj 2 / Activity 4

*Q23.* Section IV: Supervision/Resources: A successful VISTA project also includes a solid ONSOT (Onsite Orientation and Training plan) and supervisory structure for the PHENND Fellow VISTA. This includes attendance with the PHENND Fellow VISTA at three VISTA/supervisor workshops across the year.

*Q24.* Please provide a brief description of your agency's plan to orient and train your PHENND Fellow VISTA.  Be specific about what information will be covered, who will be responsible for conveying that information, and when this will take place.

*Q25.* Please briefly describe plans to supervise the PHENND Fellow VISTA.  Best practices include inclusion of the Fellow in all regular staff meetings, as well as weekly formal meetings between the Fellow and his/her direct supervisor.

*Q26.* Please enter the name and title of the Fellow's day-to-day task supervisor. (Please complete, even if this is yourself)

Name

Title

Email address

Phone number

*Q27.* What other professional development or training will your Fellow need that your agency can provide?  You may select up to five topics.

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

*Q28.* What professional development or training will your Fellow need that you hope PHENND will provide?  Note: we cannot promise we can provide requested training, but these responses will help inform the central PD we plan to provide to the entire cohort of PHENND Fellows. You may select up to five topics.
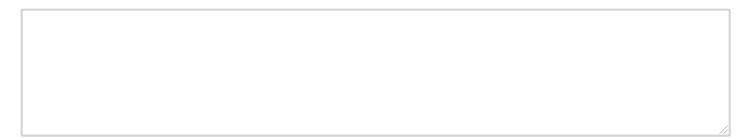
Topic 1

Topic 2

Topic 3

Topic 4
[ ]

Topic 5
[ ]

*Q29.* Please outline in list form the skills and qualifications a Fellow should have to succeed in this position (3-5.)

Skill 1
[ ]

Skill 2
[ ]

Skill 3
[ ]

Skill 4
[ ]

Skill 5
[ ]

*Q30.* How will your agency support PHENND in the recruiting process for qualified PHENND Fellow VISTA candidates for your agency?

[                                                                  ]

*Q31.* Section V: Final Details

*Q32.* Will the Fellow be primarily assigned to the office location listed above?  If not, please provide the exact address of the Fellow's primary placement site.  (Please answer as if COVID was not a thing and/or qualify if your office is in-person rather than remote. We know that no one knows what next summer will look like.  Mostly, we are trying to ascertain that you will provide an adequate working environment for the VISTA assuming somewhat normal in-person working conditions.)

[                    ]

*Q33.* What will the Fellow be provided?

| | Own | Shared | Not provided |
|---|---|---|---|
| Office | ○ | ○ | ○ |
| Desk | ○ | ○ | ○ |
| Computer | ○ | ○ | ○ |

*Q34.* Please approximate the percentage of time the Fellow will work:

| | Percentage |
|---|---|
| Independently | ☐ |
| As a team member in a group setting | ☐ |
| As a team leader in a group setting | ☐ |

*Q35.* Will the Fellow be expected to travel?

☐ Minimal travel

☐ Occasional travel within Philadelphia

☐ Frequent travel within Philadelphia

☐ Occasional travel outside of Philadelphia

☐ Frequent travel outside of Philadelphia

*Q36.* Will the Fellow need regular access to a car? Note, PHENND provides the Fellows with a monthly SEPTA Key. However, your agency will be responsible for VAD related car mileage and/or travel outside of Philadelphia. (During COVID, we are reimbursing VISTAs for home internet costs in lieu of SEPTA passes.)

[ ]

*Q37.* **For returning sites only**: Please give a short summary of your progress thus far in your VISTA project and how you plan to develop this in the next year.

*Q38.* Thank you!  By submitting this application, your agency acknowledges that, if you accept a PHENND Fellow, you are obligated to contribute a $10,000 program fee to PHENND. This is billed quarterly throughout the year at the program's start (i.e., August, November, February, and May) and covers expenses related to the successful management of the PHENND Fellows program.

The PHENND staff may contact you for clarifications/requests for some revisions to your application in late November.  Thank you for your application and we look forward to working with you.