



Section 1

Q1.

This application will be open from Sept 20 - Nov 21, 2021. We **strongly recommended** you attend one of the informational webinars on either October 18 or 19 (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. Applicant Contact

Name

Title

Email address

Phone number

Q5. Agency Information

Address

City

State

Zip + four digit extension (required)

Phone number

website

Total number of full time staff

Q6. Agency Mission

Q7. Section II: Community Need

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

Q8. Please tell us the specific community need you are planning to address through your VISTA project. Please include relevant details such as neighborhoods served, demographics of population(s) or any other identifying information for the community you are serving.

Q9. How will you use VISTA to address the need expressed in previous question? Explain why you are choosing this strategy.

Q11. Describe the level of community involvement in the VISTA project. Is the community already involved in this project, either in the development of the idea or in the intended execution? Or is this a brand new idea? (There is no preference for one or the other)

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.

Q14. Please describe the overall goal of your VISTA project's three-year cycle. What will be accomplished in each year of the project. How will the project be sustained by your organization after three years of VISTA?

Q15. How will you evaluate your VISTA's progress toward the project goal?

Q17. Thinking about the first year of your VISTA project, please list one major objective related to accomplishing your overall goal.

Q18. Please write at least three activities your 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 list a second major objective related to accomplishing your overall goal.

Q20. Please write at least 3 activities your 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 list a third major objective related to accomplishing your overall goal.

Q22. Please write at least three activities your 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 training and supervisory structure for the PHENND Fellow VISTA. This includes attendance with the PHENND Fellow VISTA at three VISTA/supervisor workshops across the year.

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

Q26. Who will be your VISTA's day-to-day supervisor. (Please complete, even if this is yourself)

Name

Title

Email address

Phone number

Q27. What other professional development or training will your VISTA need that your agency can provide? 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 VISTA 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 your VISTA be primarily assigned to the office location listed above? If not, please provide the exact address of the Fellow's primary placement site. Please describe the in-person expectations for your site.

Q33. What will your organization provide for your VISTA?

	Own	Shared	Not provided
Office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Computer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q35. Will your VISTA 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 your VISTA need regular access to a car? Note, PHENND provides VISTAs with a monthly SEPTA Key. However, your agency will be responsible for VAD related car mileage and/or travel outside of Philadelphia.

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.