PHENND

Section 1

Q1.
This application will be open from now until December 7, 2026. We **strongly recommended** you attend an informational webinar in October or November (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. Also, as a reminder, there is a $12,000/pr year program fee billed quarterly to participate as a host site.

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. Organization Information:

Address	
City	
State	
Zip + four digit extension (required)	
Phone number	
website	
Total Full-time Employee Staff	

Q6. Organizational Description (2000 characters or less)

Q7. Section II: VISTA Project Community Need
Answers in this section should be 1-2 paragraphs in length.

Q8. Please describe the specific community need you are planning to address through committing to hosting a VISTA. Please include some demographic details about your community and the scale of the need.

Q9. How will your VISTA project address this need? How do you know your VISTA project's design will work to address the problem?

Q10. How will the PHENND Fellow build capacity for your VISTA project 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.*

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 its implementation?

Q12. Section III: Three year VISTA 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 three-year goal with a 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 you accomplish 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?

Q16. Please write the goal for the VISTA project for this coming year (750 characters or less.)
This goal should describe specifically what the PHENND Fellow VISTAs will develop, show how the VISTA's activities will build capacity to achieve that product or program, and show how it will address poverty.

Q17. Please write one major objective related to this first year 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 this first year goal.

Q20. 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

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 3/ Activity 1

Obj 3 / Activity 2

Obj 3/ Activity 3

Obj 3 / Activity 4

Q51. Member Duties for recruitment purposes: please summarize here the activites for the VISTA for year 1 (1000 characters or less).

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

Q23. Section IV: Supervision/Resources: A successful VISTA project also includes a solid supervisory structure for the PHENND Fellow VISTA. This includes weekly structured check-ins, attendance with the PHENND Fellow VISTA at two VISTA/supervisor workshops across the year, and up to two other virtual workshops prior to the start of the VISTA year.

Q24. Please provide a brief description of your organization'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.

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

Name

Title

Email address

Phone number

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 structured meetings between the Fellow and their direct supervisor.

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 PHENND Fellow VISTA be primarily assigned to the office location listed above? If not, please provide the exact address of the Fellow's primary placement site.

Q33. What will your organization provide for the Fellow?

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

Q53. Please indicate the amount of in-person vs. remote work

- ○ 5 days a week in person
- ○ One or two days remote
- ○ Other

Q54. Please describe the hourly schedule and note if there are any non-standard time expectations on a regular basis (i.e., evening meetings/events, weekends, etc.)

- ○ Basic weekday business hours
- ○ Minimal exceptions to basic weekday hours (i.e, one or two special events in the year)
- ○ Frequent evenings and/or weekend hours (i.e, a monthly weekend commitment, regular evening meetings)

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 all-region SEPTA Key. However, your agency will be responsible for VAD related car mileage and/or travel outside of Philadelphia.

Q52. Please submit a very short title for the VISTA position in this format: "PHENND Fellows-XXXXXXX" (Ex: PHENND Fellows: Teen Ambassador Program Coordinator) 60 Characters max, including spaces in the words "PHENND Fellows."

Q50. Please submit an engaging call to action for your VISTA position. Ex., ("Help a growing food pantry develop a more holistic approach to food insecurity," or "Join Mitzvah Circle and help address issues of poverty by training teen volunteers to make a difference in their community!" (144 character limit)

Q38. Thank you! By submitting this application, your agency acknowledges that pending successful recruitment of a PHENND Fellow VISTA, your organization is obligated to contribute a $12,000 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 December. Thank you for your application.

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