

# SERVICE PROJECT CONCEPT FORM & INSTRUCTIONS



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TO GET THINGS DONE IN YOUR COMMUNITY





AmeriCorps NCCC (National Civilian Community Corps) is part of AmeriCorps, a network of national and community service programs that engage 75,000 Americans each year in intensive service to meet critical needs in the areas of natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation and urban and rural development. The NCCC is a team-based, full-time, residential program for men and women between the ages of 18 and 24. Members are based at regional campuses in several states.

Since 1994, more than 14,000 people have served in AmeriCorps NCCC, providing assistance to hundreds of thousands of Americans. Members serve in diverse teams of 8 to 12 individuals and are assigned to projects in their regions.



Corporation for National and Community Service  
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The Corporation for National and Community Service improves lives, strengthens communities, and fosters civic engagement through service and volunteering. Each year, the Corporation provides opportunities for Americans of all ages and backgrounds to serve their communities and country through Senior Corps, AmeriCorps, and Learn and Serve America. This year, more than two million Americans will serve through those programs to help thousands of national and community nonprofit organizations, faith-based groups, schools, and local agencies meet local needs in education, the environment, public safety, homeland security, and other critical areas. National and community service programs work closely with traditional volunteer organizations to broaden, deepen, and strengthen the ability of America's volunteers to contribute not only to their communities, but also to our nation.

Upon request this material will be made in alternative forms for people with disabilities.

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## **AMERICORPS NCCC**

The AmeriCorps NCCC (National Civilian Community Corps) is a full-time, residential, national service program that combines the best practices of civilian service with the best aspects of military service. The mission is to strengthen communities and develop leaders through team-based national and community service. Each year, hundreds of young adults serve as NCCC members. Based at campuses in communities in several states, teams take on projects throughout their regions. Members help communities meet needs in the areas of natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development.

Teams are available to help community and faith-based organizations, national nonprofits, schools, local municipalities, national and state parks, and Indian tribes. Members help citizens prepare for and respond to natural and other disasters, construct and rehabilitate low-income housing, build and repair trails, lead and manage community volunteers, support academic achievement of students, and address other local needs. Service projects typically last from six to eight weeks. Because members are trained in disaster services and wild land fire fighting, they can be reassigned on short notice to support disaster relief operations.

### **AMERICORPS NCCC MEMBERS**

Members are young men and women, 18 to 24 years old, representing a wide variety of socio-economic, cultural, geographic, and educational backgrounds. They include those with graduate degrees and some who are working on their high school equivalency diplomas.

All members have earned their place on an NCCC team by demonstrating a commitment to serve their community, to develop practical skills, and to make the nation stronger through a year of hard work. The rewards for their service include an increased understanding about how effective and active citizenship can make a positive difference in the lives of others and build stronger communities, technical and interpersonal skills that will serve them well in the future, and an education award that will enable them to continue their education or reduce educational debt.

### **AMERICORPS NCCC SERVICE PROJECTS**

The NCCC accomplishes its mission by working with local community organizations and groups to help them meet needs that they have identified and that would not be fully addressed without additional assistance. Potential project sponsors are required to submit a Project Application that outlines project goals and activities. Approved Project Applications must meet the following criteria:

- Address compelling community needs
- Have clearly stated and well planned tasks and objectives
- Have demonstrable, measurable goals
- Engage all team members in meaningful service throughout the project
- Provide opportunities for member growth and development
- Involve the community throughout the project
- Have a plan for sustainability after the team completes its service

Projects are normally six to eight weeks in duration, but will vary depending on the requirements of the project. Projects must be capable of using at least one full team of 8 to 12 members effectively. Transportation and some basic tools are provided by the NCCC; however, project sponsors are required to provide materials, specialized tools, orientation, training, and technical supervision. When projects are beyond a reasonable driving distance, as determined by the campus, between the campus and project site(s), the project sponsor works with the NCCC to help arrange housing, food, and other logistical needs.

Service projects address community needs in the following program areas:

### **NATURAL AND OTHER DISASTERS**

Natural and Other Disaster projects address the needs of communities affected by floods, hurricanes, wildfires and other disasters. The focus is on preparedness, mitigation, response and recovery projects. Examples of projects include, but are not limited to: coordinating volunteers; managing distribution centers and shelters; preparing and distributing meals; clearing debris; enrolling victims into emergency-assistance databases; mucking and gutting; surveying community assets; distributing educational materials and preparedness kits; implementing disaster-preparedness curricula; mapping for improvements to community emergency response systems; and installing hurricane shutters.

### **INFRASTRUCTURE IMPROVEMENT**

Infrastructure Improvement projects contribute to the safety and well being of community members through repairing and building structures. In addition, projects will improve basic facilities and services needed for the functioning of the community. Examples of projects include, but are not limited to: building wheelchair ramps; establishing community centers; assembling playgrounds; repairing and painting public facilities.

### **ENVIRONMENTAL STEWARDSHIP AND CONSERVATION**

In the tradition of the Civilian Conservation Corps of the 1930s, Environmental Stewardship and Conservation projects help preserve and enhance a community's natural resources. Examples of projects include, but are not limited to: trail development and maintenance; planting trees; removing invasive plant species; cleaning up rivers, streams, and beaches; performing water quality assessments; and leading environmental education workshops and camps for youth.

### **ENERGY CONSERVATION**

Energy Conservation projects promote energy efficient practices with organizations, communities, families, or individuals. Examples of projects include, but are not limited to: providing energy efficiency assessments; assisting with installations of energy efficient appliances and light bulbs; developing recycling programs; performing home weatherization projects for low-income, disabled, and senior citizens; and providing and developing educational programming on sustainability and conservation practices.

### **URBAN AND RURAL DEVELOPMENT**

Urban and Rural Development projects address the special needs of communities in ways that improve the quality of life for citizens and the success of whole communities. Examples of projects include, but are not limited to: supporting homeless shelters, food banks, youth and family service organizations; historical preservation; programming for seniors and special populations; renovating and constructing homes; leading neighborhood and community revitalization projects; and providing direct service to students, parents, and families through tutoring, one-on-one assistance, afterschool programming, employment counseling and health awareness.

## SERVICE PROJECT APPLICATION PROCESS

The application process for an AmeriCorps NCCC team is a three step process. The first step is filling out the one page Service Project Concept Form. The second step is submitting the full Project Application. The third step is the application review, which is completed by NCCC Staff.

### STEP 1: COMPLETE THE PROJECT CONCEPT FORM

- Service Project Concept Form completed and submitted to the regional Program Office. Regional Program Office Information is found on the last page of the Project Application.
- Upon review of the Concept Form, the regional Program Office will notify the organization of its status. The organization should not complete the full project application until instructed to do so by the regional NCCC Program Office. The Concept Form is available online at [www.americorps.gov/nccc](http://www.americorps.gov/nccc) or through the regional Program Office.
- It is preferred that Concept Form be completed and submitted electronically. Electronic signatures are acceptable.
- Answer each question as fully as possible. If a question is not relevant write "Not Applicable."
- Contact the regional Program Office with any questions.

### STEP 2: SUBMIT THE APPLICATION

- The Project Application should be submitted 2 to 4 months prior to the preferred start date of the project. Contact your regional Program Office for specific deadlines.
- The project sponsor is encouraged to include any supplemental information (brochures, reports, etc.) that will assist in the understanding and evaluation of the Project Application.
- Electronic signatures are preferred and acceptable.
- The Project Application may be sent via email, mail or fax to the regional Program Office.

### STEP 3: APPLICATION REVIEW

- The regional Program Office will contact the project sponsor to discuss the Project Application and next steps in the process.
- Project Applications will be retained by the NCCC for three years. The service project application form displays a currently valid OMB Control Number.

**AmeriCorps NCCC**  
**Service Project Concept Form**  
**STEP 1**

This form will help AmeriCorps NCCC determine if the organization's project concept meets the basic criteria for a service project. Upon review, the regional Program Office will notify the organization of its status and the next steps in the Project Application process.

1. Organization Name: \_\_\_\_\_  
Organization Representative: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_
2. Provide a brief description of your organization's mission.
3. Provide a brief description about the service activities for which your organization is requesting a NCCC team. Please conclude your statement with the desired outcome expected from the involvement of NCCC.
4. Provide the address where the service activities will take place if different from the organization address above.  
Address: \_\_\_\_\_  
City, State, & Zip Code: \_\_\_\_\_
5. Check the box for the primary issue area that the project will address.  
 Natural and Other Disasters                       Environmental Stewardship and Conservation  
 Infrastructure Improvement                       Energy Conservation  
 Urban and Rural Development
6. How many teams are being requested? \_\_\_\_\_  
How many weeks will it take a team of 8 to 12 members working full-time to complete this project? \_\_\_\_\_  
Proposed Beginning Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_  
These dates are     Fixed    or     Flexible
7. What is your organization type? Check all that apply.  
 National Non-Profit                       Local Municipality                       National or State Park  
 Community or Faith-Based                       Indian Tribe                       Federal Government  
 School                       State Government  
 Other (please specify): \_\_\_\_\_
8. Projects within a reasonable driving distance from the campus will not need to provide housing for the team. If your project site(s) is beyond a reasonable driving distance, briefly describe the housing arrangements you are exploring for the team.
9. Have you worked with a NCCC team previously?     Yes                       No  
How many teams have served your organization? \_\_\_\_\_  
When did a team most recently work with your organization? \_\_\_\_\_
10. How did you find out about the NCCC? (check all that apply)  
 NCCC Staff Member                       NCCC Alumni                       Outreach Presentation  
 State CNCS Office                       Previous NCCC Project Sponsor  
 State Commission Community Service Office     Current NCCC Member  
 Other (please list): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date