



**INTERNAL USE ONLY:**

Project Title:  
Project ID:  
State:  
Focus Area:  
APD:  
Select one:  Rural  Urban  Suburban  Wilderness  
Select one:  New Sponsor  Repeat Sponsor

**APPLICATION INFORMATION**

Please refer to the application instructions for full details on requirements for each section.

1	Organization Name					
	Mailing Address					
	City		State		ZIP	
	Office Telephone		Ext.			
	Secondary Sponsor Organization Name					
	Mailing Address					
	City		State		ZIP	
	Office Telephone		Ext.			

2	EIN		Secondary Sponsor EIN	
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3	Organization Type	<input type="checkbox"/> Community-Based Nonprofit Organization <input type="checkbox"/> Federal Government <input type="checkbox"/> Tribal Nation	<input type="checkbox"/> Local Government or Municipality <input type="checkbox"/> National Nonprofit <input type="checkbox"/> School <input type="checkbox"/> State Government
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4	Authorized Representative				
	Organizational Title				
	Phone Number		Ext.		
	Email Address				

**PROJECT INFORMATION**

5	Project Start Date		Project End Date	
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**AREAS AFFECTED BY THE PROJECT**

6	State or Territory		City or County	
	State or Territory		City or County	
	State or Territory		City or County	

**LOCATION OF SERVICE**

7	Organization					
	Primary Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accessible for people with disabilities?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Street Address					
	Address Line 2					
	City		State		ZIP	
	Site Supervisor Name					
	Organizational Title					
	Email Address		Phone Number			



<b>LODGING SITE</b>														
8	Lodging Provider													
	Anticipated Arrival Date						Anticipated Departure Date							
	Type of Lodging		Apartment or Condo		Dorm		School Room or Classroom Trailer		Bed and Breakfast		Short Term Rental			
			Cabin		Hostel		Summer Camp		Vacant Home		Volunteer Housing			
			Campsite		Hotel		Yurt		Church or Other Faith-Based Organization		Military Facility			
			Community Center		Recreational Vehicle		Other		NCCC Campus					
	Lodging Category		Community or Faith-Based Organization		Institute of Higher Education		National Nonprofit Organization		Federal Government		Local Government or Municipality			
			Indian Tribe		Military		Other:							
	Street Address													
	Address Line 2													
	City			State			ZIP							
	Accessible for people with disabilities?		Yes	No	Beds provided?		Yes	No	Number or sleeping spaces available?					
If you've selected Yes, it is accessible for:		Hearing		Vision		Mobility								
Showers on site?		Yes	No	Laundry on site?		Yes	No	W-Fi access on site?	Yes	No				
Full kitchen (including stove and fridge) on site?		Yes	No	If no full kitchen, are meals provided?		Yes	No	Microwave on site?	Yes	No				
Please use the space provided below to further describe team lodging accommodations.														



## NARRATIVES

Please refer to the application instructions for full details on requirements for each section.

9 | Need and Project Design



10	Project Management and Training
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11	Safety and Security



12	Tools and Equipment



## **IMPORTANT NOTICES SECTION**

**PAPERWORK REQUIREMENTS:** If the Service Project Application is approved and teams perform the service project, the project sponsor will be required to review and sign two additional documents: the Sponsor Agreement and the Project Completion Report. Sponsoring organizations will also be asked to complete a survey to capture their evaluation of their partnership with the AmeriCorps NCCC program.

**SPONSOR AGREEMENT:** Once the Service Project Application has been approved, a formal agreement (called a Sponsor Agreement) will be executed between the sponsoring organization and the AmeriCorps NCCC program which will specify the roles, responsibilities, and contributions of both parties. Teams cannot begin work on the project until this agreement is approved by signature by both parties.

**PROJECT COMPLETION REPORT:** After the project is completed the project sponsor will be required to review, approve, and sign the AmeriCorps NCCC program's Project Completion Report, and return it to the AmeriCorps NCCC regional campus staff within five (5) days of receipt.

**SURVEYS:** Project sponsors and secondary sponsors who have used the services of teams will be asked to complete survey designed to provide the AmeriCorps NCCC program with feedback that will inform continuous improvement of services.

**OPTIONAL ATTACHMENTS:** The supporting materials requested below are OPTIONAL and will help the AmeriCorps NCCC Regional staff develop a better understanding of the project.

**LODGING PHOTOS:** Please provide at least one clearly labeled photo of the proposed team lodging. Applications often include photos of team living quarters, kitchen and bath facilities and storage areas for personal belongings.

**WORKSITE PHOTOS OR SUPPORTING DOCUMENTS:** If feasible, clearly labeled photos of work site tasks, maps of service site locations (e.g. a camp map, community housing map, etc.), or similar supporting documentation.

**DISASTER/FIRE RESPONSE:** AmeriCorps NCCC members and staff are part of the Federal Emergency Management Agency (FEMA) and American Red Cross National Disaster Response Network. In addition, AmeriCorps NCCC assists local, state, and national forest services with wildfire suppression. Potential project sponsors should note that in the event of a natural disaster or homeland security crisis, members may be recalled from projects to serve as part of the relief efforts. This could result in a decrease in the number of members assigned to your project, a delay in the deployment of a team, or cancellation of a project.

**LIABILITY AND WORKERS' COMPENSATION CLAIMS:** The AmeriCorps is a self-insured federal agency that administers the AmeriCorps National Civilian Community Corps (NCCC) program. Consequently, AmeriCorps NCCC Corps Members, Team Leaders, and Federal employees of AmeriCorps are covered by the provisions of the Federal Tort Claims Act (liability claims) and the Federal Employees Compensation Act (workers' compensation claims) 42 U.S.C. §12620 (b) & (c). Accordingly, any injuries or property damage proximately caused by the negligence of an AmeriCorps NCCC Member, Team Leader, or AmeriCorps employee will be assumed by the United States Government, if it is determined that the negligent individual was acting within the scope of his/her official service activity or employment at the time of the potentially compensable event. Similarly, any on-the-job injuries received by an NCCC member or federal employee will be processed by AmeriCorps and the Department of Labor.

**WAIVERS:** No member of an AmeriCorps NCCC Team (including any Corps Member or Team Leader) shall sign any document provided by the Project Sponsor or any representative or employee of the Project Sponsor, including but not limited to: liability waivers, hold harmless agreements, indemnification agreements, or employment-related documents. In the event that a member of an AmeriCorps NCCC Team signs a document provided by the Project Sponsor or any representative or employee of the Project Sponsor, the signature on any such document shall have no force or effect of law. Neither the Team nor any Team Leader or Corps Member thereof, may legally bind the AmeriCorps NCCC Team or the AmeriCorps NCCC Program.

**NON-DISCRIMINATION:** A Project Sponsor receiving teams from AmeriCorps NCCC will comply with all federal statutes, including the National and Community Service Act of 1990, as amended, relating to nondiscrimination, which includes nondiscrimination on the basis of race, color, national origin, sex, age, disability, and in most instances, religion. AmeriCorps prohibits all forms of discrimination based on race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal assistance from AmeriCorps, must be free from all forms of harassment. Project sponsors will be required to sign an assurance of non-discrimination as part of the Sponsor Agreement.

**SERVICE PROJECT LIMITATIONS:** In the course of performing a service project, members cannot engage in any project assignments that involves direct fundraising, financial transactions, preparation of a grant application to AmeriCorps or to any other Federal agency, or any political or inherently religious activities.

SIGNATURE	
The Service Project Application MUST be signed by the authorized representative of the sponsoring organization.	
SIGNATURE	DATE