

# AFNHA AmeriCorps Project Application Instructions

## 2025-2026

Eligible Organizations and Projects:

- Sites must be non-profit or governmental organizations within the 16 West Virginia AFNHA counties.
- Projects must be in alignment with AFNHA themes and mission supporting projects related to :
  - Environmental stewardship/education/outreach
  - Community cultural heritage development
- Projects and Members may not:
  - Displace or provide general staff duties to an organization.
  - Attempt to influence legislation.
  - Organize or engage in protests, petitions, boycotts, or strikes.
  - Assist, promote, or deter union organizing.
  - Engage in partisan political activities, or other activities designed to influence the outcome of an election to any public office
  - Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials
  - Engage in religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious instruction or worship, construct or operate facilities devoted to religious instruction or worship, maintain facilities primarily or inherently devoted to religious instruction or worship, or engage in any form of religious proselytization
  - Provide a direct benefit to a business organized for profit, a labor union, a partisan political organization, a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative, an organization engaged in the religious activities described in paragraph (g) of this section, unless AmeriCorps assistance is not used to support those religious activities, conduct a voter registration drive or using AmeriCorps funds to conduct a voter registration drive, providing abortion services or referrals for receipt of such services.

Read the following instructions as a guide to completing the application online.

AFNHA is currently only awarding Half Time (900 hour, 6 month) positions or Quarter Time (450 hour 3 month) positions. If you need alternative arrangements, please reach out to us to discuss.

Each organization creates one account and profile. You may submit a primary application for the primary project for one or multiple members, and project addendums for each additional project and member requests.

Some proposals may be subject to negotiation or suggestions for changes to scope of service, others may be dependent on availability of appropriate skills and/or location of members. Feel free to email or call for questions. We are willing to review application drafts, if sent in advance.

**Profile:** Please complete the profile section. This form should be updated regularly with any new information or contacts for the organization.

- **Complete primary contact information for profile.**
- **Complete the Project Profile section for all projects being proposed with the following application so we may assess appropriateness. Use a single paragraph for each project and give:**
  - **The project(s) name**
  - **Number of full time AC Service Members requested for the project(s). If you are interested in less than full time members, please call us our AC Program Manager at 304-636-6182**
  - **Brief description of the project activities**
  - **Service area for project activities**

#### **AC Project Application:**

- **Complete first four general questions**
- **Define funding source(s) for the project(s). Project partner fee may only be paid by limited types of federal funds. Reach out to AFNHA if using federal funds.**
- **Primary and Secondary Supervisors are required. These members of your organization will be responsible for supporting the AC Member(s) throughout the project term including approving timesheets, Member reporting, attending training, and documenting their time as in-kind contributions to AFNHA as project partners. Primary Supervisor can be expected to commit substantial time to the project and AFNHA program requirements. If Supervisors are not selected at time of application please put placeholder information in these fields.**
- **Please describe how your project aligns with AFNHA's Themes and Mission:** See [Themes](#) and [Mission](#) info linked.
- **Name of Project:** A short descriptive title to identify the project. This field is for primary project only, additional projects may be added in the addendum.
- **What training/professional development will you be able to provide Members during their service term?:** Members are often attracted to a position for professional development and experience. Please outline what significant professional development they may receive directly through your organization or be enabled to attend as a part of their service.
- **Recruitment Blurb:** Please write a one to two paragraph narrative of your position and project to be publicized to prospective candidates. The description should reflect what the service duties will be like, and make it sound fun and appealing! You can also specify if you are looking for specific skills, other than what we ask from all members. See AmeriCorps Positions on our website for some of last year's descriptions. 250 word limit.
- **Skills/Education/Experience Needed:** All members recruited will have a college degree and/or relevant experience, be able to communicate, have basic computer use skills, work independently, and make commitment. If your position requires specific skills beyond these expectations of all of our members, please list here. (For example, must know GIS or video editing) We will use this in recruiting.

**3. Project description:** Please complete one scope of service for all requested Members with this application. If you have multiple projects, complete the Project Addendum form for additional Members.

**Focus Area Objectives** – These are the top level of the outline based on the program categories below. You need to have at least one Assets or Education objective, and a Capacity Building objective of your choice. Rewrite them to be specific to your site. You may have multiple objectives within the same category, or related to different ones, but try to use language that fits it into the program categories. Give estimated % of member time for each top level objective in your outline (**to total 100%**).

Objectives will be based on these categories:

- **Enhanced Assets** – Conservation of either natural and community cultural heritage assets and resources. May include:
  - Conservation lands improved – usually physical improvements to public land, including Public lands treated and improved performance measures.
  - Other conservation management such as monitoring, trails, or private land activities that benefit public ecosystems
  - Historic or cultural heritage preservation of historic properties (documentation or hands-on), collections or archive management, cultural documentation, or community improvement projects.
- **Stewardship Education** – either conservation or heritage topics.
  - Stewardship education programs through delivery of direct substantive educational programming such as public and visitor interpretation or youth programs, Audience attending is a performance measure.
  - Interpretive products such as exhibits, signs, brochures, digital interpretation or other virtual programming.
  - Education or interpretive outreach and awareness activities, including public events, public awareness outreach, and partner development.
  - The following activities are also allowable in addition to the member’s Assets or Education objectives.
- **Capacity Building** Choose one:
  - Volunteer management, including your site’s participation in AF Volunteer Program
  - Other capacity building for long-term improvements for your organizations, site, and/or community.
- **Other allowable service, in addition to priority activity projects:**
  - Tourism, visitor services, non-educational events, tourism and events promotion, etc.
  - Community development coordination, planning, help with committees, projects that don’t fit categories
  - Other – tell us what you have in mind, and we’ll discuss if it is allowable
- **Projects and Activities for each Objective** – Use an outline format to list activities under each objective. Indicate likely programs, projects, duties, tasks under each objective. This can be a simple list under the relevant objective, or use a multi-level outline with a program or project, then activities to accomplish that project. All tasks referred to in the calendar should also be covered in scope of service. You do not need to estimate percentages for activities.
  - Be as specific as is feasible.
  - Be inclusive – it is better to list more activities than the member has time for, than to have the member run out of things to do.

- Do not list general fundraising or grant writing. If fundraising is included, it should be for a specific project. Event help is acceptable.
- Some types of visitor services duties (if your site serves the public) are acceptable for part of the service, especially if it involves providing interpretation or information for visitors. Check with us if you are not sure.
- Do NOT use phrases such as “other duties as assigned,” “administrative duties,” “data entry,” “routine maintenance.” If maintenance or administrative duties are included, they should be as a component of a larger project and specifically related to that project or objective. (ie entering data from the project the member has been working on is OK)
- You may include specific targets for the member to complete if you wish, but this is not required.

*Examples: from 2 different Scope of Service descriptions*

**Please describe your project in alignments with the rubric below:**

#### **Example 1 –Conservation position**

- 50% Environmental Stewardship Awareness - Increase public awareness of watershed and ecosystem restoration activities through education and outreach (50% of site time)
  - Plan, organize, coordinate, and implement snorkel events associated with the aquatic conservation education program
  - Plan, organize, coordinate, and implement various outdoor education programs including stream surveys for fish and macroinvertebrates to illustrate watershed health awareness
- 40% Environmental Stewardship Land Improvements Objective - Support watershed, fisheries and ecosystem restoration activities to improve health and resiliency of aquatic and forest ecosystems (40% of site time)
  - Assist with activities to reforest riparian areas including site reconnaissance, material selection, and tree planting
  - Assist with activities to develop wetland type habitats during site restorations
- 10% Volunteer Management – Recruit and manage volunteers for watershed activities (10% of site time)
  - Develop and support opportunities for volunteers to help with educational programs
  - Recruit and manage volunteers.

#### **Example 2 Cultural Heritage position**

- Museum Interpretation (35% of time)
  - Develop a new exhibit for the Museum rotating exhibit space
  - Member will have primary responsibility for planning, research, and implementation of exhibits.
  - Design exhibit – design exhibit panels, or work with designer to communicate content and reach desired product
- Educational programming on museum themes (35% of time)

- Plan, develop, and implement two or more tours or educational programs, probably related to the theme of the exhibit, for schools, tourists, or general public audiences.
- Museum host
- Provide visitor services for the museum likely to involve up to 3 days a week during tourist season, and 2 days a week off-season.
- Provide information and interpretation for visitors, gather visitor feedback.
- **Museum and Event Promotion (15% of time)**
  - Support educational programming by marketing museum exhibits, opportunities, and events
  - develop and implement marketing plan for new exhibit
  - help implement marketing for museum activities and events
  - Take significant responsibility for social media and digital promotion
  - help manage museum facebook account with postings related to museum activities and educational programming
  - help manage website updates to keep all events and promotion information up to date
- **Capacity Building (15% of time)**
  - Assist with improving organization policies especially related to museum practices.
  - Volunteer Management Practices
  - Manage the AFVolunteers account on behalf of the site
  - Identify and implement at least three new or improved practices to further volunteer management
  - Help manage volunteers for events, projects, and ongoing activities.
- **What Focus Area Objectives are being incorporated?:** Check each box indicating what focus areas the project aligns with as described in the Project Description above.
- **Timeline / Calendar:** Please make clear when duties will take place throughout the year including the same scope of duties and activities from scope of service above. You may use a calendar format or narrative timeline.
  - Narrative timeline, by month or quarter
    - Include major events, deadlines, or seasonal duties.
    - Activities that take place every month, list them as on-going.
    - Make sure there are adequate duties during off-season
    - Include training or conferences that you expect to provide or require.
  - Calendar - Provide the same information using a calendar template style by month or quarter.
- **How are proposed Member Project activities different from Staff Duties?:** Members may not perform staff duties. They are being recruited to work on the project outlined above only. Please describe how the duties of this project differ from staff duties.
- **Do you have a candidate for the position identified?** If your current member is returning, please let us know here. Please consider the volunteers currently serving with your organization and other community members you know who may have the right stuff to execute the project. Finding local applicants can go a long way toward recruitment. Reach out to them and have them apply. Provide us with their contact information for follow up.
- **Other comments or consideration:**

**Project Addendum:** Complete a separate Project Addendum for each change in project/scope of service for your organization in the same program year.

- **Name of Project:**
- **Physical address of project:**
- **#/type of Member slots required for project:** If you are seeking any AC member support for less than Full Time please get prior approval from AFNHA before completing.
- **Supervisor's Name and contact information** for Organizational Supervisors if they are not the same as Primary Project Supervisors.
- **Skills/Education needed from AC Members:** Any particular field of study you require/prefer or prior experience
- **Alternate Project Description:** Describe the project using the rubrics found in section 3 of application instructions.
- **Project timeline:** Provide timeline for project utilizing the instructions above
- **How are proposed Member Project activities different from Staff Duties?:** Members may not perform staff duties. They are being recruited to work on the project outlined above only. Please describe how the duties of this project differ from staff duties.
- **Do you have a candidate for the position identified?** If your current member is returning, please let us know here. Please consider the volunteers currently serving with your organization and other community members you know who may have the right stuff to execute the project. Finding local applicants can go a long way toward recruitment. Reach out to them and have them apply. Provide us with their contact information for follow up.
- **Other comments or consideration:**