



# Civic Leadership & Engagement Corps

## 2024-25 Request for Proposal Overview

Washington Campus Coalition for the Public Good is pleased to offer the Civic Leadership and Engagement Corps (CLEC) AmeriCorps grant program to higher education institutions in Washington and Idaho for the 2024-2025 academic year. CLEC seeks to support civic leadership and improve educational equity on campuses and in communities throughout Washington and Idaho.

**Proposal Submission Priority Deadline: March 28, 2024**

### Program Overview

**Civic Leadership and Engagement Corps (CLEC)** fosters student leadership, campus-community partnerships, civic and community engagement, and knowledge networks focused on improving the retention and success of underrepresented students, increasing awareness and support for equity and inclusion, and building sustainable campus/community partnerships and resilient communities.

The program aims to recruit and mobilize AmeriCorps members and student volunteers to provide direct service support in Washington and Idaho that will further economic opportunity and college and career readiness for underrepresented students, improve community health and food security, and increase environmental stewardship.

As a program partner, your campus is eligible to host AmeriCorps members to support projects on your campus and in your community.

**Members are national service volunteers who provide direct service and help build project capacity in the following critical issue areas:**

- College/University & K-12 Student Success
- Mental & Medical Health Access
- Food Security & Basic Needs
- At-Risk Ecosystems
- Environmental Education

### Beneficiaries:

CLEC projects target low-income, underrepresented, and/or marginalized students, their families, and community members. Environmental Stewardship-At-Risk Ecosystems programs target public or tribal lands.

### Positions Available

#### AmeriCorps Student Fellows:

- 300- or 450-hour positions; typically part-time
- [AmeriCorps Education Award](#) of \$1,565.08 for 300-hour or \$1,956.35 for 450-hour terms of service
- Available to any anyone who meets AmeriCorps eligibility criteria (must have some college experience and be 18+ years of age)



- Most members are current students participating through an existing practicum, internship, work study position, or service experience
- Positions can be paid (e.g., by the host site); no living allowance is provided
- At least 80% of members' time must be spent delivering interventions
- NO FEE (must be through a WACC-Member Institution)
- **Supplemental Funding for WACC-Member Institutions:**
  - WACC-Members: \$500/member (\$2,500+) supplemental funding available for cohorts of five or more 300 or 450-hour positions, payable upon member exits.
  - This funding can be used for program support at the discretion of campus program staff.
  - Supplemental funding is only available to member campuses.
  - All Washington institutions must become WACC members to participate in this program.

### **AmeriCorps Stipend Positions:**

- Part-time 900-hour or full-time 1700-hour positions
- Available to students or college graduates who meet AmeriCorps eligibility criteria (must have some college experience and be 18+ years of age)
- AmeriCorps Education Award of \$3,697.50 for 900-hour or \$7,395.00 for 1700-hour terms of service
- Full-time 1700-hour positions and half-time 900-hour positions must be 10.5 months long and members must start on either the 1st or 16th of the month
- At least 80% of members' time must be spent delivering interventions
- A successful model is to have a 900- or 1700-hour stipend member serve in a coordinator role for AmeriCorps 300- or 450-hour Student Fellows positions. They may not replace the supervisor but may mentor.
- Members may not be full-time students and full-time AmeriCorps members at the same time as this is not sustainable. Rare exceptions may be made on a case-by-case basis.
- **900-hour Tiered Living Allowance & Fee Options:**
  - Tier 1: \$14,000 (\$14,500 for returning members) with \$6,000 campus fee
  - Tier 2: \$16,000 (\$16,500 for returning members) with \$8,000 campus fee
- **1700-hour Tiered Living Allowance & Fee Options:**
  - Tier 1: \$28,000 (\$29,000 for returning members) with \$12,000 campus fee
  - Tier 2: \$32,000 (\$33,000 for returning members) with \$16,000 campus fee
- *It is up to the campus/host site to select the Tier that will best serve your program and members. You will indicate which Tier you are selecting in your RFP acceptance materials.*

## **Roles & Responsibilities**

### **Program Partners / Host Sites:**

Program partners or host sites (who submit this RFP) carry out the local recruitment and onboarding of members and must provide them with the necessary tools and support to be successful in their positions. Depending on the position, this should include workspace and access to a computer, internet, and campus/organization email to carry out their responsibilities. Partners must assign a designated member supervisor before the project start date.

### **Supervisors:**

Supervisors provide overall project oversight and daily supervision for the member. Supervisor responsibilities include completing a required CLEC AmeriCorps online training prior to their member's start date, providing an onsite orientation and training including how to track data accurately for progress reports, timely submission and approval



of timesheets, review of member progress reports, completion of supervisor progress reports, monitoring and evaluation, and member recognition.

Supervisors must attend a required online orientation before their member(s) start service and optional trainings throughout the program year on how to approve timesheets, progress reports, data collection, and other topics. Supervisors must also ensure that members have a sustainable schedule and are able to complete their full term of service in the time allotted.

### Summary of 24/25 Positions

Position Term	Type	Months of Service	Hours/Week	Education Award	Member Living Allowance	Member Campus Fees & Incentives
300 hours	CLEC AmeriCorps Student Fellows	Flexible (typically 3-10)	3-6 (varies)	\$1,565.08	No living allowance	NO FEE WACC-MEMBERS: \$500/member (\$2,500+) funding support for cohorts of five or more payable upon member exits
450 hours		Flexible (typically 3-10)	6-8 (varies)	\$1,956.35		
900 hours	CLEC AmeriCorps Half-Time Stipend	5.5 - 10.5 months	21-40 (varies)	\$3,697.50	TIER 1 LIVING ALLOWANCE & FEES	
					\$14,000 (new members)	\$6,000* (per member)
					\$14,500 (returning members)	
					TIER 2 LIVING ALLOWANCE & FEES	
\$16,000 (new members)	\$8,000* (per member)					
\$16,500 (returning members)						
1700 hours	CLEC AmeriCorps Full-Time Stipend	10.5 months	40	\$7,395.00	TIER 1 LIVING ALLOWANCE & FEES	
					\$28,000 (new members)	\$12,000* (per member)
					\$29,000 (returning members)	
					TIER 2 LIVING ALLOWANCE & FEES	
\$32,000 (new members)	\$16,000* (per member)					
\$33,000 (returning members)						

\$500/member supplemental funding support only available to WACC member campuses. All Washington institutions must become WACC members to participate in this program. Contact [spurgij@wwu.edu](mailto:spurgij@wwu.edu) if you are non-member campus who is interested in becoming a WACC member.

\*Idaho campuses who do not join will pay non-member participation fees as follows: \$7,000 (Tier 1) and \$9,000 (Tier 2) for 900-hour positions, and \$14,000 (Tier 1) or \$18,000 (Tier 2) for 1700-hour positions.

### How to Apply & Next Steps

Click here to access the RFP application:

[www.wacampuscoalition.org/rfp](http://www.wacampuscoalition.org/rfp)



#### IMPORTANT:

- Complete one RFP for each project you are applying for. (If you have multiple departments at your institution applying for positions in different focus areas and/or for substantially different projects, they should each submit a separate RFP.)
- If you have a project that overlaps more than one focus area, choose one as the primary. You will have the opportunity in your RFP to explain if your project overlaps a second focus area.
- Please review all sections, resources and requirements BEFORE you begin the RFP. Follow directions carefully.
- The individual link you used to access your RFP submission is unique to you. If you need to return to your RFP to complete it at a later time, simply re-click the original link to continue (you must be from the same internet browser on the same computer). Your responses will be saved. Note that only one RFP can be submitted through your link.
- Check your work carefully before clicking "Submit." Once you click "Submit", your RFP is locked and cannot be modified. If you need to change your responses after submission, please contact us at juhll@wwu.edu and we will send you a retake link.
- **Only complete proposals will be considered. Incomplete proposals will be returned for review and completion.**

#### Application Materials:

- Applicant Information & Project Details
- Project Narrative
- AmeriCorps Position Description(s) (upload)
- Site Orientation & Training Plan (upload)
- Proposal Agreement & Acknowledgement

#### Timeline:

- Information Sessions: Feb 27-March 6 (see below for specific times/dates and the registration link)
- **Proposal Priority Deadline: March 28, 2024**
- Notification of Selection: April 16-18, 2024
- Formal Notification of Acceptance: Due within 2 weeks of Notification of Selection
- Member Recruitment Begins: ASAP once notification received (early recruitment is strongly encouraged; local recruitment is ongoing and can begin immediately)
- Member Recruitment Deadline (recommended for August 1st start date): July 11, 2024
- 24-25 Program Start Date: August 1, 2024 (earliest your member can start)

#### Information Sessions

Click here to view a [recording](#) (passcode: ahqVf1Y?) and the [slide deck](#) from of one of our recent Information Sessions. Additional information and RFP help sessions are available [upon request](#).

#### For More Information:

Contact Amy Brown, AmeriCorps Program Director, at [amy.brown@wwu.edu](mailto:amy.brown@wwu.edu) or (360) 650-6412. Click [here](#) to schedule a one-on-one or RFP-help session.

[www.wacampuscoalition.org](http://www.wacampuscoalition.org)