



Host Site Application Guide

Official Application is located at www.refugeeriseiowa.org/host-sites. This is only a sheet with questions listed out for your review. Additionally view our host site fact sheet on the same page to answer questions about applying.

A few tips:

1. The form doesn't have many questions and we ask you to keep the answers short. We know it is challenging to tell a dynamic story in a short space. We are committed to a streamlined process because we value your work and want you to spend more time working with refugee members and youth than writing applications to the RISE AmeriCorps program.
2. Be sure to use the same name for the project throughout the time you are using this system. It's the way we can find your information. This is the "identifier" for the request.
 - a. TIP: Acronyms and abbreviations can get confusing.
3. There's a "free" box at the end to share information you didn't have room for earlier in the application.
4. Our form is virtual, but we are available in real life! If you have a question or need some friendly advice, please send an email (rise@embarciowa.org). We're happy to email or meet.
5. Your application is due seven weeks before your member's start date.
6. EMBARC wants our application to work smoothly for YOU. If you have ideas of how we can improve let us know by e-mailing or anonymously reviewing our process.

General Information

- Organization Name and Address
- Contact information
- Organization Established Year
- Please provide a brief overview of the organization

- **Experience in working with refugees**

We are asking this question to figure out what we can support you with.

- **Experience in working with AmeriCorps members**

This will also tell us what our program needs to support you with.

Community Needs

- **Please describe the community needs to be addressed by the RefugeeRISE AmeriCorps members at your site using available data.**

You can answer this question by telling us about what refugees in your area are struggling with in terms of job readiness and job placement and how members can help with your new project they will be coordinating.

- **Why is this project important to refugees in your community? You can tell us about the need for this project in the community, or about trends affecting refugees in the community or even a story about your community that demonstrates why this effort is important.**

Please keep the answer short.

Site Goals

- TARGET AREA 1: JOB PLACEMENT (# of refugee clients placed in jobs)
- **Please *briefly* describe how your members will achieve this goal and if any partners are involved. Example: Job fairs, 1-1 job coaching, on site support with employers, partnering with workforce agencies, etc.**

You can answer this question by telling us about key activities, your plan of action, or a description of the project member will be creating.

- TARGET AREA 2: WORK READINESS TRAINING (# of refugee clients who improve job skills)
- If your Target area is Work Readiness Training, which strategy(s) does your site plan to use to achieve this goal? (Select 1 or 2 priority)

- **Please *briefly* expand on how members will achieve this goal and if any partners will be involved. Example: ESL classes, tutoring, job training, partnership with employer, partner with IWD, etc.**

You can also answer this question by telling us about key activities, your plan of action, or a description of the project member will be creating.

Volunteer Engagement

- **How can volunteers help your site reach your goal? *500 character limits***

Many projects or programs led by RISE AmeriCorps members will need volunteers to maximize its result. This is a good place to tell us the size of project or program member will be leading and what types of training they will need to achieve their goals.

RefugeeRISE AmeriCorps Members

- **Please list minimum requirements or skills you will need of the AmeriCorps members, including anticipated language needs.**

Answers to this question will help us recruit the right members to serve your initiatives.

Member Supervision

- **Each host site is required to submit data on community members receiving services as well as volunteer engagement information. Please Briefly describe how you will support the members to collect data.**

Host site/member has to submit a [monthly report](#) and this is a good place to think how you will help members to do it better.

- **Please describe how you plan to support member teams and what training opportunities you plan to provide or can offer at your site.**

Members need expectations and direction set before service starts to help them successfully serve you. And they will need training and mentoring throughout the term. This is a good place to think about how you will guide them to be successful.