



Massachusetts | **Campus Compact**

**AmeriCorps*VISTA PROGRAM
2012-2013**



HOST CAMPUS APPLICATION

Proposals due 4/13/12

Intent-to-Apply Form due 2/28/12

**ISSUED BY:
MASSACHUSETTS CAMPUS COMPACT**

**IN PARTNERSHIP WITH:
MASSACHUSETTS STATE OFFICE OF THE
CORPORATION FOR NATIONAL AND COMMUNITY SERVICE**

I. INTRODUCTION

A. Massachusetts Campus Compact

Massachusetts Campus Compact (MACC) is a nonprofit coalition of 70 college and university presidents committed to developing the civic skills of students, building partnerships with the community and integrating civic engagement with teaching and research. Massachusetts Campus Compact's work encompasses a broad range of activities designed to increase the effectiveness of those working to make higher education institutions vital agents of civic renewal.

B. AmeriCorps*VISTA

AmeriCorps*VISTA is the national service program of the Corporation for National and Community Service (CNCS) designed specifically to fight poverty. Founded as Volunteers in Service to America in 1965 and incorporated into the AmeriCorps network of programs in 1993, VISTA has been on the front lines in the fight against poverty in America for more than 45 years.

With the September 13, 2011, release of the U.S. Census Bureau's report "Income, Poverty and Health Insurance Coverage in the United States: 2010," it is clear that the anti-poverty mission of the VISTA program is more critical than ever. The report states: "The official poverty rate in 2010 was 15.1 percent – up from 14.3 percent in 2009. This was the fourth consecutive annual increase in the poverty rate. In 2010, 46.2 million people were in poverty, up from 43.6 million in 2009. The number of people in poverty in 2010 is the largest number in the 52 years for which poverty estimates have been published.

AmeriCorps*VISTA members leverage human, financial, and material resources to build the capacity of low-income communities to alleviate poverty. When AmeriCorps*VISTA members complete their service, they leave behind lasting solutions designed to bring individuals and communities out of poverty.

Since 1965, more than 170,000 Americans have served through VISTA. Today, nearly 8000 AmeriCorps*VISTA members serve throughout the country—working to fight illiteracy, improve health services, create businesses, increase housing opportunities, bridge the digital divide, and strengthen the capacity of community organizations.

C. The MACC AmeriCorps*VISTA Program

1. Program History

The Massachusetts Campus Compact AmeriCorps*VISTA (MACC AmeriCorps*VISTA) program was created in 1997 through a partnership between MACC and the Massachusetts state office of the Corporation for National and Community Service (CNCS). This program was developed in response to the needs of MACC member campuses and in recognition of the potential for institutions of higher education to more

responsibly address the local needs of low-income communities, and be responsible mechanisms for community change. Through their unique community and campus-based placements, MACC AmeriCorps*VISTA members build, support, and deepen partnerships between MACC member institutions and local organizations. They also build capacity for civic engagement initiatives at their host institutions that leverage valuable resources to benefit communities focused in the areas of education and economic opportunity. The MACC AmeriCorps*VISTA program provides colleges, universities, and the community-based organizations they work with the opportunity to deepen partnerships that result in long-term change for individuals and communities in poverty.

Over the past fourteen years, MACC AmeriCorps*VISTA members have served 63 colleges and universities and hundreds of organizations in their surrounding communities. The MACC AmeriCorps*VISTA program represents an innovative partnership between national service and higher education. The model has been replicated at numerous other Campus Compact offices across the country. MACC is proud of the impact MACC AmeriCorps*VISTA members have had on campuses and communities across the Commonwealth.

2. MACC VISTA recruitment, selection, placement and development

MACC AmeriCorps*VISTA members are recruited, selected, and trained by MACC. They are placed on member host campuses to serve as change agents at the institutional, community, and individual levels. In general, MACC recruits two- and four-year college graduates who have committed to a year of national volunteer service. They come from around the country with various backgrounds and professional goals. They are not experts in any specific field but typically all MACC AmeriCorps*VISTA members have significant experience working with community-based organizations and/or have participated in college-level civic engagement.

Each MACC AmeriCorps*VISTA member remains connected to their network of peers all year, allowing each host campus to benefit from the shared best practices of a network of up to 28 AmeriCorps*VISTA members. MACC AmeriCorps*VISTA members receive significant training and professional development opportunities throughout the year including fundamental topics such as: community partnership building, service-learning and civic engagement theory, basics of community organizing, asset-based community development, facilitation, identity exploration, and student leadership and development theory.

Host campuses are required to help with the recruitment effort by promoting the availability of the MACC AmeriCorps*VISTA positions to eligible students. In addition, host campuses may undertake a recruitment and selection process to identify a VISTA candidate for their proposed partnership(s) which they will then forward to MACC. In this case, the selection and interview process at the host site must meet the MACC recruitment deadline in order for the candidate to be interviewed by MACC and forwarded to the CNCS for approval. MACC will provide support and guidance to campuses who wish to identify their own candidates for the position.

As the official project sponsor, MACC retains the responsibility for interviewing, collecting application materials, and making final selection and placement decisions. All candidates, (whether identified through the host campus or through MACC's national recruitment) must submit application materials and references via the AmeriCorps online application system. In addition, they must also submit a cover letter, resume and list of four references directly to MACC. MACC staff will conduct phone interview with all candidates. Selected candidates will then be forwarded for final review by the Massachusetts state office of CNCS. The CNCS has final approval of all candidates and performs two levels of criminal background checks on each candidate.

3. Cost-Sharing

Each year, approximately one-third of the MACC AmeriCorps*VISTA portfolio is made up of cost-share positions. Cost-sharing is a practice common within AmeriCorps*VISTA nationally and has proven to be successful strategy for building capacity at non-profit organizations. Campuses who propose to cost share an AmeriCorps*VISTA member pay a fee of \$15,000 to \$12,500 depending on the region of service of the AmeriCorps*VISTA member assigned to their campus. VISTA living allowance amounts are county specific and determined at the federal level. MACC and the Corporation for National and Community Service provide the end-of-service education award of \$5,550, health coverage, most training and travel costs, and modest moving allowances for relocation.

MACC network campuses have effectively used cost-sharing as a strategy to build capacity for institutional support of their civic engagement partnerships. These campuses have been strategic in leveraging the capacity building efforts of the VISTA to grow programs and partnerships which benefit the community and have elected to sustain the work begun by the MACC VISTA by creating a full-time position. Other campuses have cost-shared MACC VISTA positions reflecting their ongoing commitment to the proposed partnerships and use this as an effective strategy to build capacity for a particular program or initiative that is sustained by the partnership once the service is complete without the addition of a full-time position.

Cost sharing is expected by host campuses accessing these resources after two years and required following a third year of support.

II. OVERVIEW AND REQUIREMENTS

A. Program Priorities

The MACC AmeriCorps*VISTA members' year of service is focused on building capacity between their host campus and their identified community partners to sustain programs which address one or both of the following National AmeriCorps*VISTA priorities:

1) Partnerships for Education

MACC AmeriCorps*VISTA members develop, build, support, and deepen campus-community partnerships for education that directly impact the preparation, pursuit and year-to-year persistence of economically disadvantaged children, youth and adults. These partnerships focus on school readiness (teaching, tutoring, and the provision of education readiness support services to children and families) school success (teaching, tutoring, mentoring of students, expanded learning or out of school time programs and other school improvement support) and college access and success (programs that help students prepare for college and careers including, college counseling, tutoring, enrollment support, retention activities for first-generation and low-income students).

2) Partnerships for Economic Opportunity

MACC VISTA members build capacity for campus community partnerships that focus on advocacy for economic opportunity, equity, employment, financial literacy and housing for people living in low-income communities. These partnerships result in service designed to help those in poverty move toward financial stability, recognize and avoid financial predators, reduce the high costs of poverty, increase access to sound financial products and service in low-income communities, and capitalize on financial opportunity.

Overall, the role of the VISTA is to build capacity and sustainability of the proposed partnership and its work to address poverty and poverty related issues. MACC VISTA members work to build strong sustainable partnerships between the host member campus and 1-3 identified community partners. While the applicant campus is the "host" of the MACC VISTA, the VISTA member spends time both on the campus and at the partner site, recognizing that this type of partnership capacity-building requires the VISTA to move freely between the host campus and the community partner location. The host campus should expect the VISTA to spend *no less than 25%* of their time directly at the community partner location.

MACC VISTA members do not perform direct service, rather, they work to mobilize resources and increase the capacity of the campus and its' partners to work together to help individuals and communities out of poverty.

Types of service performed by AmeriCorps*VISTA members

Acceptable Service	Capacity Building	Sustainable Activities
Recruit volunteers	Develop forms, volunteer assignments	Develop volunteer handbook
Train direct service providers	Write training curriculum or train the trainer curriculum	Develop training manual
Coordinate projects	Develop procedures and systems	Develop volunteer management system and procedural guide
Public speaking	Develop speakers bureau	Develop community partnerships
Write press releases	Develop press kits, media database	Secure media partners
Organize fundraising events	Grant writing, develop database	Secure project staffing
Organize task forces/coalitions	Develop leadership structure of task force/coalition	Create infrastructure to support a community advisory board
Conduct outreach	Design brochures, posters	Create mechanism for project evaluation

B. Restricted Activities

The following are federal restrictions on the use of AmeriCorps*VISTA positions:

- MACC AmeriCorps*VISTA members are not permitted to engage in any political or lobbying activities, including but not limited to voter registration drives and pro or anti-labor organizing.
- MACC AmeriCorps*VISTA members are not permitted to hold another job or receive additional compensation for work performed.
- MACC AmeriCorps*VISTA members are not permitted to proselytize or engage in related activities.

The following are additional restrictions on the use of MACC AmeriCorps*VISTA positions:

- MACC AmeriCorps*VISTA members are not permitted to transport students to and from service sites on a regular basis.
- MACC AmeriCorps*VISTA members are not allowed to chaperone students or act as the sole campus representative on a student trip.
- MACC AmeriCorps*VISTA members are not permitted to serve as the legal applicant or Program Director for MACC or other state or federally sponsored grant program, or bear sole responsibility for such programs.
- MACC AmeriCorps*VISTA positions may not supplant, replace, or eliminate staff positions. They are not to be used as an administrative stopgap.

C. Outcomes Measurement and Reporting Requirements

Regardless of which national priority(s) a proposal is addressing, applications must identify impact outcomes in four areas: higher education resources leveraged, community impact; long-term impact and capacity building. Host sites must track data and will report semi-annually to MACC VISTA via an online reporting tool. Generally speaking, proposals must include evidence that there is a plan in place to collect necessary data and that the partnership as a whole has the capacity to conduct appropriate continuous improvement as well as to examine the short and long term impact of the service being delivered through the partnership. Finally, successful proposals will also describe adequate measures to assess the impact of the capacity building effort of the VISTA overall on the proposed partnership. The following are examples of the type of data collection that will be required in each of the four categories:

Category 1: Higher Education Resources Leveraged:

Host sites must track and report numbers both in the aggregate *and* also by each partner/site and national priority area

- number of college students recruited, trained and placed for service
- number of hours of service provided (in the aggregate this includes service provided by volunteers, service learning students, work study and community based research activities)
- number of training opportunities provided: including topic, length/audience and attendance
- number of service learning classes supported
- number of student leadership positions created
- number of community based research projects

Category 2: Community Impact

The campus/community partnerships identified in the work plan are expected to track data on those who receive service and measure the impact of their programs on service recipients.

At a minimum, the number of service recipients must be tracked in the following categories in the aggregate and by issue area:

- Number of recipients of service
- Number of college students enrolled in or receiving mentoring/peer mentoring or participating in learning communities on the campus
- Number of recipients increased as a result of the partnership

In addition to tracking numbers, MACC expects the partners to identify the impact of the proposed service on the recipients. Examples of community impacts include, but are not limited to:

- The youth or adults served demonstrate academic improvement
- The youth mentored show an increase in knowledge of educational opportunities
- The college students participating in mentoring programs or learning communities show improvement in socio-emotional skills and have built a stronger support network

Category 3: Long-term impact:

Successful proposals will include plans for the partnership to measure the long-term impact of the program on service recipients. What is most important is that the proposal include a plan for the partnership to build capacity for measuring long-term impacts even if the long-term impacts will not be known during the reporting period.

Some examples of long-term outcomes are:

- The number of youth graduating from high school increases
- The number of youth attending college increases

Category 4: Impact of MACC VISTA Capacity Building Activities:

Successful proposals will include plans for measuring the impact of the capacity building effort of the VISTA on the proposed campus/community partnerships.

Examples of tracking impact of capacity building activities include both short-term outcomes and long-term outcomes:

- Number of student leadership positions created
- Number of campus/community advisory boards created and the number of times the group met
- Number of community-based research projects created
- Number of clients served increases
- Number of volunteers increases
- Training for volunteers is improved resulting in higher quality service to clients
- Resources leveraged to the benefit of the partnership increases

D. Eligibility

Proposals must be submitted by an institution of higher education that is a member of Massachusetts Campus Compact in partnership with 1-3 identified school or community-based organization partners. *Due to the high demand for AmeriCorps*VISTA support, MACC discourages multiple applications from any one member institution.* Campuses who have never accessed MACC VISTA resources or who have not hosted a MACC VISTA in the *past five years* are encouraged to apply.

MACC member campuses located in the same geographic area and working with the same identified community partners may apply jointly for one or more MACC VISTA

positions. MACC members may agree to locate the shared VISTA position at a regional consortium office provided the campuses are members of MACC. In this case, the consortium itself is neither the legal applicant nor the identified partner, but the conduit for the proposed shared work plan.

Campuses may consider sharing an AmeriCorps*VISTA with a neighboring MACC member institution when the requested activities at each institution amount to the equivalent of a half-time position at each location. Please contact the MACC office for additional guidance regarding part-time positions.

Application for Renewal

As directed by Congress, VISTA's are short-term resources that serve to build the long-term sustainability of anti-poverty programs. VISTA projects must be developed with the goal to phase out the need for VISTA members and for the proposed campus/community partnership to have the capacity to continue without them.

Campuses who currently host a MACC AmeriCorps*VISTA may apply for renewal of the current partnership for up to three to five years following all of the guidelines in this RFP. Awards are made on an annual basis and are not guaranteed. The most competitive renewal applications will show strong plans for sustainability and incremental plans for cost-sharing.

E. Required Organizational Capacity of all Applicants:

1. Supervision:

Applicants must designate a person who will serve as the host site supervisor. This person must have the capacity to provide day to day supervision of the proposed VISTA. In addition, the proposed community partner(s) must also designate the person at their organization who will serve as the point of contact for coordination of the proposed partnership. MACC strongly prefers that the proposed supervisor be a full-time employee of the host institution. MACC expects year-round supervision regardless of the host institutions summer schedule. Host site supervisors are required to attend the supervisors orientation, mid-year meeting, accommodate at least one site visit and conduct mid- and end-year progress check-ins with the AmeriCorps*VISTA member for required MACC progress reporting.

2. Host campus requirements

The following are required of each host campus in order to host a MACC AmeriCorps*VISTA:

- College ID with library privileges
- Secure office/desk space with office supplies
- Daily access to phone and private voicemail
- Daily access to computer with Internet and individual e-mail account
- Access to fax, photocopier, and printer
- Comprehensive community and campus orientation

F. Host Site Fee

In order to provide member institutions with highly trained volunteers and provide those volunteers with significant professional development opportunities, MACC requires all AmeriCorps*VISTA host institutions who are not cost-sharing to provide a cash match of \$2,000. In addition to supporting training and professional development opportunities, this fee helps defray the costs of national recruitment. The host site fee follows common practice in Campus Compact AmeriCorps*VISTA programs across the country and is strongly supported by the Corporation for National and Community Service. MACC will invoice host campuses for this fee before the position start date.

G. Cost-Share Position

Cost-share applications should follow all of the RFP guidelines.

Once MACC AmeriCorps*VISTA positions are awarded, MACC cost-share sites will be invoiced the appropriate amount. Cost-share positions are not required to pay the host site fee.

H. Program Duration

The performance period is August 3, 2012 – August 4, 2013.

I. Award Information

Massachusetts Campus Compact will award up to 25 AmeriCorps*VISTA positions to member campuses.

III. Proposal Submission Process

1. Application Assistance

All new and returning applicants are strongly encouraged to attend the Application Assistance sessions for the MACC AmeriCorps*VISTA program to be held on Thursday, February 23 in the Boston area and on Monday, February 27 in Worcester. Please follow this link <http://www.surveymonkey.com/s/AppAssistance> to sign up for a session.

Further questions regarding the MACC AmeriCorps*VISTA program or this application may be directed to: Karen Chisholm, Director, MACC AmeriCorps*VISTA Program (617) 627-3963 or karen.chisholm@tufts.edu

2. Intent-to-Apply

Applicants must notify us if they intend to submit a proposal by no later than 5:00 p.m. on February 28, 2012. Please follow this link <http://www.surveymonkey.com/s/RFP2012-2013> to submit your Intent-To-Apply form.

3. Proposal Submission

Proposals must be typed in 12 point font, double-spaced, and single-sided. Narratives must not exceed ten (10) pages, not including the attachments. Attachments must not exceed five (5) pages. Please do not place applications in folders or binders. Faxes will not be accepted.

In order to apply you must do all of the following:

1. Submit your application electronically in PDF format to Karen.chisholm@tufts.edu.
2. Mail one (1) unbound single-sided original **AND** five (5) doubled-sided stapled copies of the complete application to:

Karen Chisholm
Director, MACC AmeriCorps*VISTA Program
Massachusetts Campus Compact
200 Boston Avenue Suite G700
Medford, MA 02155

PDF *and* paper applications **must be received** at the MACC office **by 12:00 PM** on April 13, 2012.

4. Notification

Notification of application status will be made on or about May 15, 2012 via email.

IV. APPLICATION INSTRUCTIONS

A. Title Page

Please complete the title page found at the end of this document.

B. Executive Summary (not to exceed 250 words)

Provide a clear and concise description of the proposed partnership, its anti-poverty focus and the capacity building effort of the MACC VISTA. This will be used to describe your program throughout the year and should be ready for publication. It should include the name of your institution, the supervisor's title, the proposed job title of the MACC VISTA.

C. Program Narrative

The program narrative must be organized into the five sections outlined below. The narrative must not exceed 10 pages.

Renewal Proposals

*Campuses applying for renewal of a MACC AmeriCorps*VISTA position must also respond to the additional italicized questions in each section.*

1. Campus/Community Partnership

Massachusetts Campus Compact AmeriCorps*VISTA positions must be focused on developing, building and strengthening impactful campus-community partnerships that strengthen the capacity of local organizations to alleviate poverty in low-income communities by leveraging the resources of higher education institutions.

Identify and describe the campus-community partnership(s) that the proposed VISTA position will focus on. Campuses must designate at least one and no more than three community-based partnerships or organizations that will be the primary beneficiaries of the proposed MACC AmeriCorps*VISTA position. How will the development of the partnership and the capacity building effort of the MACC VISTA result in increased capacity of the partner organization to reach low-income communities?

Please include the history of the partnership including explaining how the partner(s) were selected and involved in the planning of the proposal.

Renewal Proposals

*Demonstrate the need for AmeriCorps*VISTA support for another year. If the request is for a second or third year of a full time AmeriCorps*VISTA position, please address how the work of the previous AmeriCorps*VISTA (s) has been integrated into the host institution.*

2. Work Plan

The work plan has two major parts: a) objectives, activities and results, and b) tracking and evaluation. This work plan serves as the guide for the AmeriCorps*VISTA member and any changes will be negotiated as needed with MACC throughout the program year.

Work plans must take into account that no less than 25% of the MACC VISTA member’s time working on the proposed partnership will take place at the community partner’s location. Campuses who are sharing a MACC VISTA position must clearly delineate the proposed work between the campuses.

Applicants are encouraged to provide both narrative of the overall proposed activity and a table to detail the objectives, the work plan and the timeline of the intended activities.

a. Objectives, Activities and Results

Objectives should consist of the work to be done in Partnerships for Education and/or Partnerships for Economic Opportunity and the intended results of that work in each of the following areas:

- Category 1: Higher Education Resources Leveraged
- Category 2: Community Impact
- Category 3: Long-term Impact
- Category 4: Impact of Capacity Building Activities

Using the impact outcomes measurement details on pages 7-8 of the RFP, please write performance objectives for each category. What are your anticipated outcomes in each of the outcomes categories? Describe plan for measuring progress toward the projected outcomes. Show evidence that the community partner was involved in the selection of outcomes and the design of the measurement plan.

It is recommended that in addition to providing narrative about the overall objectives and activities of the MACC VISTA proposal that a table format be used to write outcomes for each of the four categories – for example:

Higher Education Resources Leveraged			
Objective	Activity	Intended Outcome	Plan for Measurement

Renewal proposals: Describe lessons learned from the past year(s) and areas to improve upon in the upcoming year.

b. Tracking and Evaluation

Provide narrative on the overall plan for measuring progress toward the stated objectives. Who is responsible? What continuous improvement measurements are

in place to monitor progress and make course corrections if necessary? How will the community partner be involved in tracking and evaluation?

Renewal proposals: Please describe results of the prior years' evaluation and tracking effort and process improvements for the coming year.

3. Organizational Capacity

Please address your institution's capacity to manage and support the proposed AmeriCorps*VISTA position in two areas:

a. Supervision

Please describe the supervisory and reporting relationship planned for the position, and the supervisory experience of the designee. MACC suggests that host supervisors and MACC AmeriCorps*VISTA members meet weekly during at least the first quarter. Also discuss who will be the contact person at the community partner(s) site? What is the plan for regular communication and feedback from the community partner contacts about the work of the MACC VISTA?

Job descriptions of the supervisor along with an organizational chart are required attachments and are described in section D. Letters of Support and E. Job Description.

b. Institutional Support

Describe the institutional support that exists for the AmeriCorps*VISTA position referencing specific requirements found in the "Eligibility" section on page 8.

In addition, please describe any professional development opportunities that may be available to the AmeriCorps*VISTA member at the host and partner sites.

Though not all colleges have residential living, whenever possible MACC encourages applicants to provide housing and/or a meal plan and/or a subway/ bus pass or parking permit for the AmeriCorps*VISTA member. This provision allows MACC to recruit nationally for positions and assimilates the AmeriCorps*VISTA into the daily life of the community. Non-residential campuses should provide information on how they will assist the AmeriCorps*VISTA member in locating affordable housing.

*Renewal campuses: Describe what was provided for the AmeriCorps*VISTA in the past year(s) and delineate modifications, if any, for the upcoming year.*

4. Sustainability

The VISTA member is a short-term resource used to build the long-term sustainability of anti-poverty programs.

Describe the lasting outcomes that will result from the proposed MACC AmeriCorps*VISTA position and the proposed partnership(s). How does the proposed partnership work align with existing plans for long-term community engagement work between the campus and

the local community? What is the plan for sustaining the program begun with VISTA support after the service is completed?

Renewal campuses: In addition to the above, summarize progress from previous years and describe the steps taken to ensure that activities and partnerships initiated in previous years have been/will be sustained.

5. Outreach and Member Recruitment

All host campuses are required to promote the MACC AmeriCorps*VISTA position on their campuses to assist with recruitment. Please detail specific plans to assist with outreach and recruitment. All candidates identified by MACC member campuses, as well as those identified through MACC's national recruitment process, will become part of the candidate pool. MACC and the CNCS will make the final decisions in the selection of MACC AmeriCorps*VISTA members. A program flyer suitable for posting is attached.

D. Letters of Support

Letters of support serve to provide evidence of institutional and community support for the proposed work plan.

The application must include a letter of support from each of the proposed partners as well as one letter of support from a senior campus administrator (it is highly recommended that the campus letter of support come from the most senior administrator in charge of the division where the proposed VISTA position will be hosted).

E. Job Description

The application must include the job description(s) of the key staff members involved in the host campus community engagement initiatives. It is recommended that an organizational chart be provided demonstrating the alignment of the proposed VISTA position with existing programs and partnerships.

F. Attachments (optional)

In addition to the letters of support and job descriptions/organizational chart, *up to five (5)* single-sided pages of attachments are allowed. These may include letters from student leaders, newspaper articles or other relevant material. They may not include books or other large publications.

2012-2013 MACC AmeriCorps*VISTA Program

TITLE PAGE

Legal Applicant: _____

Contact person: _____

This person must have authority to commit and receive funds on behalf of the legal applicant

Address: _____

P.O. Box users should include both P.O. Box and street address.

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

E-mail address: _____

VISTA Supervisor _____

Department(s): _____

Address: _____

P.O. Box users should include both P.O. Box and street address.

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

E-mail Address: _____

Office/Center _____

Website: _____

Type of Request: Cost-Share New Renewal Full-time Part-time

Authorized Signature: The legal applicant certifies to the best of her/his knowledge that this data is true and correct, that the filing of this application has been duly authorized by the governing body of the applicant and that the applicant will comply with the assurances required if the proposal is approved.

Name

Title

Signature

Date