



Montana AgCorps

Host Site Application

*** We accept applications on a rolling basis and will contact you if an AgCorps opening aligns with your request. Please submit this form to AgCorps at MTAgCorps@mt.gov**

AgCorps is a state AmeriCorps program administered by the Montana Department of Agriculture. AgCorps aims to improve the capacity of partner organizations to meet their mission, grow collaborations, provide effective programming, and create resilient, healthy, safe, and engaged communities in Montana. This program is also designed to serve rural and underfunded school districts in Montana that require more accessibility to Ag literacy materials.

Why it Matters

AgCorps, the department, and its partners will have the capacity to provide Montana schools and communities with the resources and training to learn about agriculture's role in their lives and how to become better environmental stewards. AgCorps expands local food opportunities, environmental stewardship education, and supports organizations in implementing ag literacy programs throughout the state. Our goal is to help spread an understanding of how the agriculture industry works, where food comes from, and who grows it. We are here to emphasize agriculture's effect on the economy, environment, technology, lifestyle, and relationship to livestock. AgCorps members help people see the importance of environmental stewardship and provide tools to help protect and sustain the natural resources we all rely on.

Please Remember the following when requesting an AmeriCorps member:

- Members are serving full-time 1700-hour positions. They will begin in January and finish in November.
- All site activities must have an environmental stewardship or capacity building component.
- Site Supervisors serve as supervisors and mentors to AmeriCorps members helping each member personally and professionally.

- A Contribution of \$6,000 is required for a full-time member in non-federal match funds or \$3,000 for a half-time member.
- Site Supervisors must attend Supervisor Training and Close of Service for members.
- Site Supervisors must approve AmeriCorps member timesheets on a bi-weekly basis and participate in surveys as requested. They will also be asked to complete a mid-term and end of year performance evaluation with their members.

**** Placements will be based on site needs, site supervisor requests, member logistics, member slot availability, and funding. We cannot guarantee that all requests will be filled.**

Section 1- Contact Information

1. Primary Contact Name and Title: _____
2. Organization Name: _____
3. Full Address: _____
4. Phone: _____

Section 2- Host Site information

1. Please describe your organization's mission.
2. Has your organization ever served as a host site for AmeriCorps before?
 - a. If yes, describe experience and knowledge base:
3. Does your organization have any affiliation with a union?
 - a. Yes
 - b. No

Section 3- Motivation

1. How did you hear about the AgCorps program?

2. Why do you want to be a part of the AgCorps Program?

3. Why do you believe your organization would be a good fit for an AgCorps member?

4. Describe your community and the people who will be impacted by the AmeriCorps member's service.

Section 4- Program Related Questions

1. Number of AgCorps members requested: _____ ☐ Full-time ☐ Half-time

2. What projects would the AgCorps member be doing and what community need will the member be able to address?

3. How will you ensure that duties currently done by employees will not be duplicated by an AmeriCorps member, and current employees will not be displaced due to having an AgCorps member?

4. Retaining members for their complete service term is very important to our success and future funding. What ideas do you have to support retention of your member?

5. What resources will be made available for your member(s). Check all that apply.

- a. ☐ Office/ Desk
- b. ☐ Computer
- c. ☐ Printing capabilities
- d. ☐ Phone
- e. ☐ Any office supplies needed
- f. ☐ Transportation (vehicle and/or mileage reimbursement)
- g. ☐ Housing
- h. ☐ Other:
 - i. Please Describe:

6. Please describe how you will provide the AgCorps member an orientation and on-going training.

7. Will you all be able to provide professional development opportunities? AgCorps will provide forms, templates, and coaching to assist.

Section 5- Additional Comments/ Questions

1. Are there any areas of AmeriCorps or AgCorps that you would like more information on?

Section 6- Signatures

Please Sign:

I certify that the information contained in this Host Site Application is true and correct to the best of my knowledge. I understand that this application does not guarantee the placement of members in my organization. By signing below, I agree to follow all AgCorps policies and to complete and return all reports, requests for data and performance reports in a timely manner.

Name of Organization: _____

Signature Name: _____

Authorized Signature: _____

Date: _____

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