Updated: 09/29/2026

2026-2027 UNITED WAY FOX CITIES AMERICORPS PROGRAM

United Way Fox Cities AmeriCorps Program is accepting applications for organizations in Calumet, Outagamie, Winnebago, and neighboring Wisconsin Counties to serve as AmeriCorps host sites.

Hosting an AmeriCorps member helps increase capacity for critical services, such as basic needs (e.g. food, housing, transportation), mental health and wellbeing, childcare and education, or provide support for vulnerable populations. Eligible projects should address health-related social needs or align with United Way Fox Cities focus areas:

- **Youth Opportunity:** Childcare & Early Childhood, Out-of-School Time, Supportive Adult Relationships
- **Healthy Community:** Physical and Dental Health Care, Safety from Violence, Food Security, Mental Health and Substance Use; Access, Navigation & Specialized Supports
- **Financial Security:** Housing, Transportation, Essential Needs Assistance
- **Community Resiliency:** Disaster Preparedness & Response, Volunteer Strategies, 211 Navigation

The following non-federal entities are eligible to apply as host sites: Federally Recognized Indian Tribes, Educational Institutions, Governments Agencies, Non-profit Organizations.

Application timeline:

United Way Fox Cities provides multiple service term options for the 2026-2027 service year from September 1, 2026, through August 31, 2027. Applications may be accepted on a rolling basis through the final acceptance dates listed on the chart below and based on the number of remaining available positions.

Service Term Option	Host Applications accepted through:	Host Fee (paid in 2 installments)
1,200 Hours (28-35 hrs./wk.)	11/13/2026	$4,150
900 Hours (22-35 hrs./wk.)	1/4/2027	$2,900

Applicants will be considered based on:

- Completed all parts of the application
- Demonstrated community need
- Demonstrated alignment with program focus areas
- Proposed member service activities
- Demonstrated ability to meet the requirements as noted in the Host Site Checklist
- FOR RETURNING HOST SITES ONLY: Host site's past success and performance (e.g. member performance, timely reporting, communication, timeliness of match payments, etc.)

Host Site Organization Application

1. Organization Name:
2. Contact Person Name:
3. Address (Street, City, State, Zip):
4. Phone Number:
5. Email Address:
6. Select Term Option:
    - □ 1200 hours
    - □ 900 hours
7. Number of members requested:
8. Are you able to meet the host fee requirement?
    - □ Yes
    - □ If No, are you interested in applying for financial assistance to help offset host fee?

9. AmeriCorps member service projects must align with one or more focus areas. Select the area(s) your proposed service activities align with:
    - □ Youth Opportunity: Childcare & Early Childhood, Out-of-School Time, Supportive Adult Relationships
    - □ Healthy Community: Physical and Dental Health Care, Safety from Violence, Food Security, Mental Health and Substance Use; Access, Navigation & Specialized Supports
    - □ Financial Security: Housing, Transportation, Essential Needs Assistance
    - □ Community Resiliency: Disaster Preparedness & Response, Volunteer Strategies, 211 Navigation
    - □ Healthy People 2030 Social Determinants of Health
10. AmeriCorps members can provide capacity building services to increase reach, effectiveness, and/or efficiency (i.e. helping do something new, better, reach more people, be more sustainable, etc.). Provide a brief description of proposed AmeriCorps member service activities. This may be a bulleted list or paragraph form.
11. Please explain how these member activities will help address identified community needs.
12. Provide any other information you would like to be considered about your organization.

Complete Host Site Checklist:

Please complete the checklist below. If you answer "no" to any questions or have questions or concerns, please contact Wendy Krueger at 920-954-7208 or wendy.krueger@unitedwayfoxcities.org.

Yes	No	Question
Organization:		
☐	☐	Your organization is eligible to apply as an AmeriCorps host site and is one of the following non-federal entities listed below. • Federally Recognized Indian Tribes • Educational Institutions • Governments Agencies • Nonprofit Organizations

☐	☐	Your organization has a physical office location that the member can report to (either on a day-to-day basis and/or in a hybrid format)
☐	☐	Is your organization able to provide payment (non-federal funds) for the host site fee?
☐	☐	Will your organization provide opportunities for the AmeriCorps member to receive an orientation to site-specific policies, procedures, and curriculum, as well as site-specific training opportunities?
☐	☐	Will your organization allow the integration of the AmeriCorps member as part of the site staff team, invite the AmeriCorps member to attend staff meetings and trainings, and ensure that participating staff understand the role of the AmeriCorps member?
☐	☐	Will your organization provide the AmeriCorps member with adequate workspace, including access to a workspace, computer, phone with voicemail, filing space, internet access, printer, access, incidental office supplies, printer costs, and materials?
☐	☐	Will your organization be able to store AmeriCorps grant documents? This is to comply with the Federal AmeriCorps Grant Retention and Records policies.
Supervisor:		
☐	☐	Will your organization have a dedicated host site supervisor who meets weekly with the AmeriCorps member to oversee activities, provide training, oversight, support, mentoring, and approve service hours?
☐	☐	Will the dedicated site supervisor be able to attend the required orientations, trainings, and meetings? A schedule will be provided in advance for the supervisors.
☐	☐	Will the dedicated site supervisor be able to submit required reports?
☐	☐	Will the dedicated site supervisor work with the AmeriCorps member to identify appropriate service opportunities to complete the member's hourly requirements?
Prohibited activities:		
☐	☐	The applicant has read Attachment A which reviews host site expectations.
☐	☐	The applicant has read Attachment B, which reviews member prohibited activities.
☐	☐	The applicant has read Attachment C, which reviews rules of non-duplication and non-displacement

☐	☐	The applicant understands that AmeriCorps members cannot: participate in prohibited activities while serving or displace or replace staff or volunteer positions or time. By submitting this application, the applicant confirms their understanding that AmeriCorps members cannot participate in prohibited activities or displace or replace staff positions or time.

Signature:

Applicants have the option of "e-signing" their application by typing the first and last name of the submitter. Please submit applications electronically via Microsoft Forms. Any questions please send to Wendy Krueger at wendy.krueger@unitedwayfoxcities.org.

Host Site Signature _____

Date _____

Thank you for your interest in United Way Fox Cities AmeriCorps Program!

ATTACHMENT A – PARTNER EXPECTATIONS

Below are the expectations that host sites must commit to during the grant period:

Expectations related to AmeriCorps provisions

1. Ensure member activities are following the AmeriCorps grant provisions as outlined in the Memorandum of Understanding (MOU) between the BWFVAC host sites. This includes ensuring member activities do not violate the AmeriCorps Prohibited Activities (see Attachment B and C). Please note that someone from the host site organization will need to sign the MOU document. Please be aware of your organization's legal processes and timelines

Expectations related to the members

1. Assist with recruitment and onboarding of members at the host site organization
2. The host site organization has a physical office location that the member can report to (either on a day-to-day basis and/or in a hybrid format)
3. Provide the member with workspace, basic office supplies, access to a phone, internet, computer, and business cards. If necessary, provide the member with essential items and accommodations needed to perform the service activities virtually via a hybrid service format (i.e., due to COVID-19 safety practices and procedures, host site organization policies and procedures, etc.).
4. Ensure a positive work environment and service activity opportunities for member to complete their hourly requirements
5. Ensure a positive work environment and offer enough service activity opportunities that allow members to meet their hourly requirements.
6. Ensure member activities align with program goals and AmeriCorps rules
7. Identify and provide a site supervisor, who will:
    a. Participate in supervisor orientation and meetings.
    b. Meet with the member (at minimum) on a bi-weekly basis to discuss goals, activity opportunities and progress, data reports (as needed), and provide assistance and advice (as needed).
    c. Review, validate, and approve member timecards weekly via the OnCorps platform.
    d. Conduct member performance evaluations (United Way Fox Cities will provide templates to use).
    e. Ensure members wear service gear that has the AmeriCorps logo whenever logging hours. This service gear will be supplied by United Way Fox Cities.
8. Support member professional development by:
    a. Providing orientation and training for members
    b. Ensuring members have the necessary training and resources to successfully meet their responsibilities.
    c. Completing the member service plan (template will be provided) outlining programming responsibilities, their schedule, and individual professional development goals.

    d. Engaging in a discussion of member goals and offering opportunities to explore professional interests. This may include providing the member with professional development training.
    e. Holding (at a minimum) bi-weekly supervisor meetings.
    f. Encouraging participation in the larger national service network.
9. Allow members to fully participate in any United Way Fox Cities AmeriCorps member program activities, such as member orientation, required trainings and/or meetings, professional development meetings, and/or service projects.
10. As host site organization policies and finances allow, provide the member travel reimbursement for host site required travel. United Way Fox Cities will provide travel reimbursement for United Way Fox Cities AmeriCorps-specific travel.

Expectations related to AmeriCorps Program administration

1. Participate in partnership activities and program oversight through United Way Fox Cities program director meetings.
2. Maintain timely, open, and honest communication with the United Way Fox Cities program director and partners
3. Immediately communicate issues related to member performance or host site integrity to the United Way Fox Cities program director.
4. Submit required documentation promptly including, but not limited to:
    a. Host site reporting documents (pre and post-capacity building assessment)
    b. Member service plan (template to be provided)
    c. Member performance evaluations for all awarded members (template to be provided)
    d. Review, validate, and approve member timecards weekly via the online platform OnCorps
    e. Review and validate member-submitted data as necessary. Other data review and validation may occur as needed, including member monthly reports and other auditable data.

ATTACHMENT B – PROHIBITED ACTIVITIES

45 CFR § 2520.65 - https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2520/section-2520.65

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to:
    a. A business organized for profit;
    b. A labor union;
    c. A partisan political organization;
    d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or a substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
    e. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services; and
11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

In the AmeriCorps Grant Terms and Conditions, additional activities were included to this list:

a) Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.
b) Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.
c) All locations where members serve should post a list of the prohibited activities.

ATTACHMENT C–RULES OF NON-DUPLICATION AND NON-DISPLACEMENT

45 CFR § 2540.100: https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XXV/part-2540/subpart-A/section-2540.100

Subpart A–Requirements Concerning the Distribution and Use of CNCS Assistance

a. Supplantation. CNCS assistance may not be used to replace State and local public funds that had been used to support programs of the type eligible to receive CNCS support. For any given program, this condition will be satisfied if the aggregate nonfederal public expenditure for that program in the fiscal year that support is to be provided is not less than the previous fiscal year.

b. Religious use. CNCS assistance may not be used to provide religious instruction, conduct worship services, or engage in any form of proselytization.

c. Political activity. CNCS assistance may not be used by program participants or staff to assist, promote, or deter union organizing; or finance, directly or indirectly, any activity designed to influence the outcome of a Federal, State, or local election to public office.

d. Contracts or collective bargaining agreements. CNCS assistance may not be used to impair existing contracts for services or collective bargaining agreements.

e. Nonduplication. CNCS assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, CNCS assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

f. Nondisplacement:

   1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance, in this case, a Member.

   2. An organization may not displace a volunteer by using a Member.

   3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

   4. Members may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

   5. Members may not perform any services or duties, or engage in activities, that: i) will supplant the hiring of employed workers; or, ii) are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

   6. Members may not perform services or duties that have been performed by or were assigned to any:

      a. Presently employed worker;

      b. Employee who recently resigned or was discharged;

c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;

d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or

e. Employee who is on strike or is being locked out