**2015-2016 VISTA Application Calendar and Instructions**

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| Friday, February 20, 2015 before 5pm | **Letter of Intent (Strongly encouraged but not required to apply)**Send a short email or letter of your intent to apply to [vista@oregoncampuscompact.org](vista%40oregoncampuscompact.org). Please also specify:* Site contact person during application process (including name, position, email and phone number)
* Preferred date of application assistance conference call (see below)
* Number of AmeriCorps VISTA Members requested
* Preferred due date of cash match (if May 1, 2015 poses a significant challenge). Cash matches must be received by ORCC no later than Friday, July 24, 2015
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| Choose ONE:* February 11, 2015 at 11am
* February 17, 2015 at 10am
* February 19, 2015 at 1pm
* February 23, 2015 at 2pm
 | **Application Assistance Conference Call**All applicants are REQUIRED to participate in one of the technical assistance conference calls. Application assistance sessions will be held in a conference call/webinar format. ORCC will be available to address specific applicant questions, as needed. Please don’t hesitate to contact ORCC should you have any questions regarding our VISTA program or this RFP. |
| Friday, March 13, 2015 at 5pm | **Proposal Due Date & Requirements**Proposals must be emailed to [vista@oregoncampuscompact.org](vista%40oregoncampuscompact.org) with “ORCC VISTA Proposal” in the subject line. Submission includes:* One complete proposal as PDF (including scanned versions of documents requiring a signature) AND
* Word versions of narratives, VAD, and position description

Please submit a separate application for each position for which you are applying. Faxes will not be accepted. |
| Friday, April 10, 2015 | **Award Notification Date**Proposal award decisions may be contingent upon the applicant providing additional information or making revisions and all placements are contingent upon CNCS approval and available funding |
| Thursday, April 15, 2015 | **Site Supervisor Training**Each site supervisor is REQUIRED to attend the orientation.  |
| Friday, May 1, 2015 | **Cash Match & MOU Due Date**Placement sites that fail to pay the cash match and return the signed Memorandum of Understanding (MOU) by the due date may be subject to reallocation of the AmeriCorps VISTA Member position. If the due date of the cash match poses a significant challenge for your institution, please contact the ORCC VISTA Program Manager. |
| Monday, May 4, 2015 | **Member Recruitment Launch**ORCC and all sites will launch national recruitment efforts for the 2015-2016 AmeriCorps VISTA team (pending approval from CNCS).  |
| Friday, June 19, 2015 | **Member Recruitment Deadline**VISTAs must be selected and have all paperwork completed by this date. |