

Site Application Timeline / Checklist

Use this page as a checklist (✓) to keep track of your VISTA project startup timeline.

VISTA Project Start-Up Checklist		
<i>*Throughout the process, SGSM offers informational presentations on VISTA, recruitment informational sessions/trainings for host sites, and any additional support necessary for applicants.</i>		
Step 1: Concept Paper		
	~ Submit Concept Paper to SGSM Network for review. CPs will be returned no later than 3 weeks after submission.	
~ CP is reviewed and approved by SGSM Network.		
Step 2: Full Application		
	~ Submit Full Application complete with 2 letters of support, IRS determination letter, VAD, Action Plan, and Budget to SGSM Network. The turnaround time is no later than 4 weeks.	
~ Full Application is reviewed and approved by SGSM Network.		
Step 3: Sign MOU		
	~ Project Supervisor must sign the Memorandum of Understanding to be granted access to eGrants.	
	~ Create a sub account on eGrants at scheduled meeting	
	~ Submit Travel Form for SO (Supervisor's Orientation)	
Step 4: Begin Recruiting		
	Attend Recruitment Training Session for helpful hints on recruiting on eGrants.	
Step 5: Finalize Candidate		
	Deadlines for registering VISTA Supervisor Orientation and ensuring VISTA finalist's application is in	
June 8, 2009	July 6, 2009	August 3, 2009
Step 6: Complete Supervisor & Member Orientation		
	Deadlines for registering VISTA Supervisor Orientation and ensuring VISTA finalist's application is in	
July 21-24, 2009	Aug. 25-28, 2009	Sept. 15-18, 2009
Step 7: Get Started!		
	VISTA members first day "on the job" with your project.	
July 27, 2009	Aug. 31, 2009	Sept. 21, 2009