



# Chesapeake Conservation and Climate Corps Member Application

2024-2025 Corps Class



# Introduction and Program Goals

## Who is the Chesapeake Bay Trust?

The [Chesapeake Bay Trust](#) (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River.

## What are the Goals of the Chesapeake Conservation and Climate Corps Program?

In 2022 the Maryland General Assembly enacted the Climate Solutions Now Act, one aspect of which is the expansion of the climate focus of the Chesapeake Conservation Corps and provision of resources to increase the number of Corps placements. These changes allow the [Chesapeake Conservation and Climate Corps](#) (Corps) to increase its impact in addressing the complex environmental issues of today in the face of climate change, serving communities disproportionately affected by climate change, and preparing young adults for the demands and needs of the green workforce. As part of this effort, the Chesapeake Bay Trust is proud to partner with the State of Maryland and BGE an Exelon Company to administer the Corps program.

The Corps promotes and protects the environment by providing young adults with opportunities to gain career skills and become more engaged through meaningful community service. The goals of the Corps are to:

- 1) Promote, preserve, protect, and sustain the environment;
- 2) Promote climate justice and assist Maryland in achieving its greenhouse gas emissions reduction targets;
- 3) Provide young adults with opportunities to become better stewards and professionals through meaningful service to their communities and the region;
- 4) Mobilize, educate, and train young adults to deploy clean energy technology and mitigate and prevent the environmental and health impacts in communities disproportionately affected by climate change;
- 5) Provide a green career ladder and opportunities for all young adults, especially disadvantaged youth, to be exposed to and trained in the energy efficiency, environmental protection, governmental and regulatory administration, and renewable energy generation sectors.

The Trust is committed to the advancement of diversity, equity, and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages Corps Member applications from individuals located in communities disproportionately impacted by climate change and/or with environmental justice concerns. For a full description of the Trust's efforts to engage under-engaged groups, see our diversity and inclusion webpage <https://cbtrust.org/diversity-inclusion/>.

## The Program at a Glance

### Summary

The Chesapeake Conservation and Climate Corps is designed to provide young adults with a professional experience in the environmental field, develop valuable career skills, and advance the influx of new leaders working to improve the health of communities and natural resources.

### Duration

Full-time (approximately 40 hours a week) over a 12-month period August 14, 2024 – August 13, 2025

### Benefits

The opportunity to gain experience in the field, attend trainings on a variety of topics, receive an annual stipend of \$31,200, and more.

### The Application

#### Deadline

Thursday, March 7th, 2023, at 4:00 pm EDT

#### Eligible Applicants

Age 18-25 on August 14, 2024 and able to serve full-time (approximately 40 hours a week) during the duration of the service year.

#### Submit your Application

Follow the instructions online at <https://cbtrust.org/chesapeake-climate-corps/apply/>

#### Contact for Questions

Emily Stransky  
(410) 974-2941 x101  
[estransky@cbtrust.org](mailto:estransky@cbtrust.org)

# Program Information

## Who Can Apply?

Applicants will be between the ages of 18 and 25 years at the time of enrollment (August 14, 2024). Although welcome, a college degree is not required. Applicants must be citizen of the United States, a permanent resident alien, or have documentation confirming permission to work in the U.S. during the year-long term of service. Individuals cannot participate in a second service-term if they have served in the Program previously.

Applicants must be available to serve full-time (approximately 40 hours per week) for the duration of the 12-month service term. Corps Members receive a living stipend of \$31,200 for the year and health insurance coverage, for those not covered by a parent or guardian or other private source of healthcare, through the Corps Network.

## What Does a Year in the Program Look Like?

The Chesapeake Bay Trust anticipates placing approximately 50 individuals with Host Organizations for a service term of one year, from August 14, 2024, to August 13, 2025.

Individuals placed with a Host Organization will work to develop a 40 hour a week work plan with their Host Organization and the Chesapeake Bay Trust that outlines their tasks, projects, and responsibilities for their service year. The work plan will be created based on the fields and activities described in the [“Eligible Corps Member Activities”](#) section below and includes a Capstone Project led by the Corps Member. Additionally, Corps Members will participate in leadership and professional development trainings, full-cohort project days, and site visits to fellow Corps Members’ Host sites.

## Who are the Chesapeake Conservation and Climate Corps Host Organizations?

Host Organizations are nonprofits, municipal, county, regional, state, or Federal public agencies, faith-based organizations, community associations, service, youth, and civic groups, and public and independent higher educational institutions located throughout the state of Maryland.

The Host Organization and Trust can determine if the Corps Member will serve full-time in-person or partially remote. Regardless of the plan, the Host Organization must be able to set up the Corps Member for telework in case it becomes necessary. If an organization is fully remote, they are encouraged to secure optional office space at a community partner’s site for Corps Members who are unable to work remotely.

It is anticipated that there will be opportunities from 1-4 Host Organizations to receive housing and/or additional stipend support. These additional offerings will be noted in the Host Organization applications.

## Program Benefits

**What are the other benefits of participating beyond gaining experience, mentorship, and a network of young professionals?**

- Corps Members participate in a variety of trainings over the course of the program. Topics include: Climate Change, Financial Literacy, Diversity, Equity, Inclusion, and Justice (DEIJ), Environmental Leadership, Environmental Education, and Professional Development.
- Corps Members have the opportunity to apply for a small grant (\$1,250).
- Corps Members will receive funding to attend a professional conference during their tenure in the program.

## Host Organizations

### Who are the Host Organizations?

Great question! Each year we receive new Host Organization applications to participate in the program. The list of organizations who applied to be a Host Organization for the 2024-25 Chesapeake Conservation and Climate Corps Program is available at:

<https://cbtrust.org/chesapeake-conservation-corps/apply/>.

## What Will Corps Members Be Working On?

Corps Members will be engaged in a wide range of activities in the fields of:

- ❖ Climate Change
- ❖ Environmental Restoration
- ❖ Energy Conservation
- ❖ Sustainable Agriculture
- ❖ Forestry
- ❖ Community Engagement
- ❖ Environmental Education

Eligible projects and activities must meet an identifiable public need (1) with specific emphasis on projects and programs that result in long-term preservation, protection, and conservation of the environment and/or (2) within a community disproportionately affected by climate impacts, with specific emphasis on climate mitigation and clean energy projects that result in long-term reductions to greenhouse gas emissions and improvements to public health and the environment.

If placed, each Corps Member will work with their Host Organization and the Trust to expand the scope of work selection of the application into a 12-month work program for the service term. The work plan will include specific responsibilities and quantifiable metrics in which the Corps Member will be engaged, including a capstone project led independently by the Corps Member. The capstone project is expected to compose roughly 25% of the Corps Members' time during the year-long service term.

***For a list of example eligible Corps Member Projects, see Appendix A.***

### **Ineligible Corps Member Activities**

- ❖ Participating in any partisan political activity (e.g. advocacy and lobbying) while engaged in the performance of duties as stipend volunteers.
- ❖ Participating in any regulatory or statutory enforcement activities while engaged in the performance of duties as a member of the Corps Program.
- ❖ Undertaking a project if the project would replace regular workers or duplicate or replace an existing service in the same locality.

## Corps Member Responsibilities

If selected, a Corps Member has several responsibilities to the Program and their Host Organization:

- 1) The Corps Member is expected to work with their Host Organization and the Trust to structure and adhere to a work plan based on a 40-hour per week Corps Member schedule for the one-year term of service.
- 2) The Corps Member is expected to participate in the twelve leadership and professional development trainings and three project days provided by the Chesapeake Conservation and Climate Corps program

## Host Organization Responsibilities:

The Host Organization has several responsibilities to the Program and its hosted Corps Member including:

- Designation of a mentor for the Corps Member; this mentor is expected to provide support and guidance to the Corps Member throughout the year.
- Providing the Corps Member with desk or office space and access to a phone and computer with internet access, parking or reimbursement for parking on-site, and mileage reimbursement for program-related travel, *including travel to program training activities and required site visits.*
- Coverage of the Corps Member under the Host Organization's general liability insurance.
- The Additional responsibilities as outlined in the Corps Host application on the Corps website.

during the year of service. One of the required trainings is attendance at a professional conference (funded by the Chesapeake Bay Trust). In-person trainings will be held at various locations throughout the State of Maryland and Corps Members will be expected to commute and/or carpool to in-person trainings.

- 3) The Corps Member will select and complete a capstone project with the support of their Host Organization by the end of the service year.
- 4) The Corps Member must complete at least four, ideally six to ten, peer-to-peer site visit days visiting fellow Corps Members and participating in activities at other Host Organizations throughout the service year.
- 5) The Corps Member is expected to submit quarterly status reports to the Chesapeake Bay Trust and a final report at the end of the service term.

The Corps Member will be required to participate in all other program components. A calendar of program events and deadlines will be provided to Corps Members at the start of the program year.

## Chesapeake Bay Trust Responsibilities

The Chesapeake Bay Trust has several responsibilities to the Corps Member and their Host Organization. The Trust will:

- 1) Provide the Corps Member with a stipend of \$31,200 for the one-year service term.
- 2) Cover workers compensation, FICA, and payroll costs for the one-year service term.
- 3) Provide health insurance coverage for those not covered by a parent or guardian or other private source of healthcare through the Corps Network (view the policy [here](#)).
- 4) Provide an orientation event, eleven mandatory training experiences, and at least three Corps project days during the service term.
- 5) Make available the opportunity for Corps Members to apply for Chesapeake Conservation and Climate Corps Mini Grants for projects associated with their service work of up to \$1,250.
- 6) Provide registration costs for each Corps Member to attend one professional conference during their term of service. Attendance of at least one professional conference is a required element of the Program.

## How to Apply

### Starting Your Online Application

The Trust uses an online system for the application process, and if selected, program management. To apply for the Chesapeake Conservation and Climate Corps program, click on "[Get Started](#)" to begin a new application. This will open a new window asking you to log in or create an account on our online system.

### Additional Benefits

A **meaningful experience** that allows you to learn new skills, take on more responsibility than a typical "first job", and engage with your community.

**Networking opportunities** during the service term, and potential excellent recommendations from staff for future employment or education.

The opportunity to take part in a **year of stipend-supported service with benefits.**

### Have Questions? Need Technical Assistance?

Contact Program Manager **Emily Stransky** at [estransky@cbtrust.org](mailto:estransky@cbtrust.org) or (410) 974-2941 ext. 101

## Become a Chesapeake Conservation and Climate Corps Member

The Chesapeake Bay Trust anticipates placing approximately 50 Corps Members with nonprofit organizations and government agencies throughout Maryland and the Chesapeake Bay to work full-time for a stipend-support year of service (\$31,200) from August 15, 2023 to August 14, 2024.

- Corps Member Qualifications:
- Corps Member Responsibilities:
- How To Apply?**

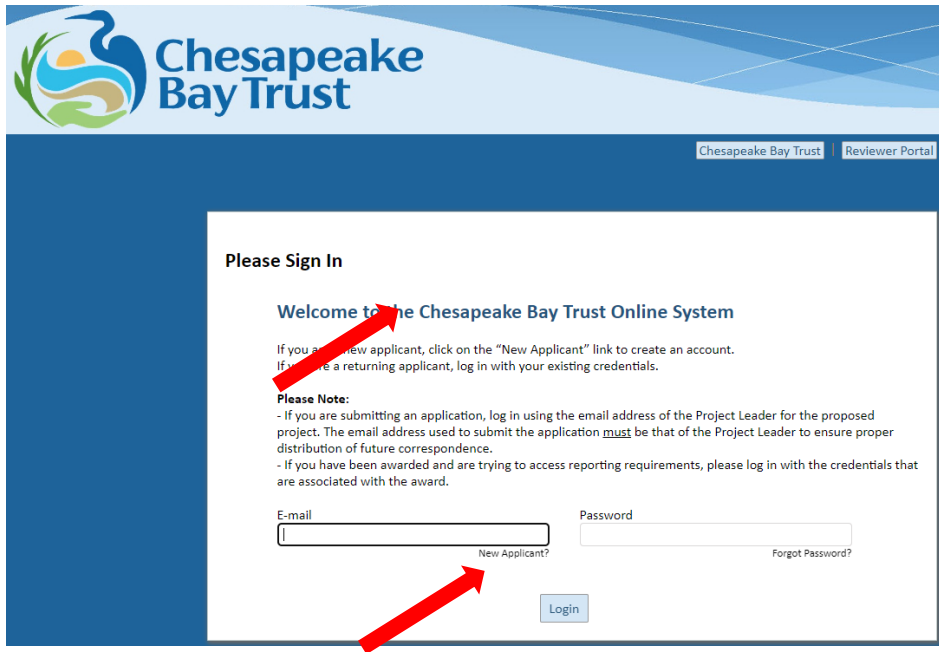
The Corps Member Application is currently **OPEN**. The application deadline for the 2024-25 Chesapeake Conservation and Climate Corps cohort is **Thursday, March 7, 2024 at 4pm EST**.

2024 Member Application Package

Get Started

Manage a Submitted Application

If you have applied in the past, use your existing username and password (if you have forgotten either of these use the 'forgot password' feature). If you have not used our online system before, click on "New Applicant" and follow the instructions.



## Application Deadline

Applications must be submitted in the **Chesapeake Bay Trust Online System** by **4:00PM EST on Thursday, March 7, 2024**. Late applications will not be accepted, and the online opportunity will close promptly at 4:00 PM EST.

## Key Information

### Where do I start an application?

Applicants must submit applications through the online system.

- Start a new application at: <https://us.grantrequest.com/application.aspx?sid=1520&fid=35168>
- Work on an in-progress application at: [https://www.grantrequest.com/sid\\_1520](https://www.grantrequest.com/sid_1520)

### When is the Application Deadline?

- Applications must be submitted through the online system by **4:00PM EST on March 7, 2024**.

### When Should I apply?

As soon as possible!

- **Late applications will not be accepted**, and the online application form will close automatically and promptly at 4:00PM EST.
- Applicants are **strongly encouraged** to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.

## Have Questions? Need Technical Assistance?

Contact Program Manager **Emily Stransky** at [estransky@cbtrust.org](mailto:estransky@cbtrust.org) or (410) 974-2941 ext. 101

## Required Application Components

You will be asked to provide the following information in the [Online Application Form](#). Some items are required in order to submit your application. Refer to the online application for details.

**Eligibility Quiz:** This two-question quiz is meant to assist you in determining if you are eligible to apply for the Corps program.

**Contact Information Tab:** Provide your full name, mailing address, phone number, and email address.

**Applicant Information Tab:** Provide your highest degree awarded (or expected), year degree awarded (or expected), school name, how you heard about the Corps, preference of types of activities, preference of geographical area, employment history, skills, community and volunteer activities, references, legal information, Race/Ethnicity (for survey purposes only; this information will not be shared), gender (for survey purposes only; this information will not be shared), age (for survey purposes only; this information will not be shared).

**Narrative Tab:** Use the link below to download the **required** narrative questions template. Complete all questions and upload the completed document as a Microsoft Word or PDF file. Upload additional supporting documents, if needed.

[Narrative Questions](#)

**Terms and Conditions Tab:** Agree to the specified terms and conditions for the Chesapeake Conservation and Climate Corps.

By submitting an application to become a Chesapeake Conservation and Climate Corps Member, you attest that all information provided is true to the best of your knowledge and commit to being placed with a Host Organization for the year-long service period and fulfill all responsibilities outlined above.

## Attend the Application Information Session

The Chesapeake Bay Trust is holding an information session on **February 9<sup>th</sup>, 2024 at 12:00pm** where we will be sharing information and answering questions about the Corps Member application process and Corps Program.

Register at: <https://bit.ly/corpsmember24>

## Need Support When Applying?

Register for one of our open “Application Working Sessions” where you can pop in to ask questions!

**Session 1** – 1/24/24 from 12-1:30PM - Register at <https://bit.ly/corpshelp1>

**Session 2** – 2/21/24 from 4-5:30pm – Register at <https://bit.ly/corpshelp2>

## The Application

### Two (2) REQUIRED Components

- 1) **Online Application Form:**  
By submitting an application to become a Chesapeake Conservation and Climate Corps Member, you attest that all information provided is true to the best of your knowledge and commit to being placed with a Host Organization for the year-long service period and fulfilling all the Corps Member Responsibilities outlined [above](#).
- 2) **Narrative Questions:**  
Download the [template](#) and fill out the required narrative questions. Make sure to respond **fully and thoroughly** to each prompt.

### Two (2) OPTIONAL (but recommended) Components

- 1) **Resume:** If you wish to submit a resume, there will be an opportunity to do so in the Online Application Form.
- 2) **Letters of Recommendation:**  
Recommendations from references listed on your application are encouraged but not required. Letters should describe your work competence, leadership potential, and ability to build relationships.

*If you are not able to obtain letters of recommendation in time for submittal, they can be emailed separately to Hayley Rost at [hrost@cbtrust.org](mailto:hrost@cbtrust.org).*

## The Application Process

September 2023 – December 7, 2023	Host Organization applications <u>solicited</u>
December 7, 2023	Host Organization application deadline
December 2023 – March 7, 2024	<b>Corps Member applications solicited</b> – Eligible Host Organization applicants will be posted at <a href="https://cbtrust.org/chesapeake-climate-corps/apply/">https://cbtrust.org/chesapeake-climate-corps/apply/</a> for potential Corps Member applicants to view.
March 7, 2024	Corps Member application deadline
March 15, 2024 – April 5, 2024	<b>Review Phase:</b> Corps Member applications reviewed by an external committee. Based on reviewer feedback, a subset of Corps Member applicants will be invited as finalists in the Matching Phase.
April 12, 2024 – May 24, 2024	<b>Matching Phase:</b> Applications of Corps Member Finalists made available to Host Organization applicants to <u>view</u> and applications of Host Organizations made available to Corps Member Finalists to view. During this time, Host Organization applicants may (are encouraged to) contact their top Corps Member applicants to set up an interview, and Corps Member applicants may (are encouraged to) contact their top Host Organization applicants for an interview.
April 17 <sup>th</sup> , 18 <sup>th</sup> , and 19 <sup>th</sup> 2024	<b>Virtual Corps Job Fair:</b> Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged.)
May 23, 2024	<b>Placement Phase:</b> All Host Organization applicants are required to submit their list of the Corps Member applicants with whom they would be willing to be placed. All Corps Member applicants are required to submit their list of Host Organization applicants they want to be <u>placed with</u> in ranked order.
June 11, 2024	<b>Placement offers <u>made</u></b> to the top Corps Members, and Host Organization matches begin. Placements decisions are based on (1) Corps Member application review and value to the Corps Member applicant if placed in the program, (2) strength of the match between the Corps Member applicant and Host Organization applicant based on the Ranking and Willing to Host Forms, and (3) quality of the positions offered by the Host Organization applicants. Host Organizations will be expected to agree to host any potential Corps Member identified on their placement lists.
July 2024	<b>Placement offers <u>complete</u></b>
August 14, 2024	<b>Service terms begin.</b> All Host Mentors and Corps Members will be <b>required</b> to attend an orientation event on August 14, 2024.



# After You Submit

## What Happens Next

Each application will be reviewed and evaluated by a review committee composed of Chesapeake Conservation and Climate Corps Alumni using the Evaluation Criteria below. Preference will be given to applications that meet multiple criteria.

## Evaluation Criteria

The following criteria will be used by reviewers to evaluate applications.

Description and Scoring Guidance	Scoring
<b>Value to the Corps Member</b>	
How much will the applicant benefit from the experience and offerings provided by the Chesapeake Conservation and Climate Corps? Have they already experienced numerous internships and/or professional positions, or would the experience be novel and therefore more additive to their growth?	Scale of 1 to 35
<b>Essays/Narrative Responses</b>	
Do the essays thoroughly and clearly demonstrate an understanding of and interest in the Corps Program? Do the essays show personality and/or passion? Are the essays memorable? Are the answers consistent with the Corps goals?	Scale of 1 to 25
<b>Value to the Corps Program</b>	
What is the likelihood the applicant will provide: A diverse perspective or lived experience? Curiosity or creativity in addressing the challenges facing the environmental movement? Passion for community and/or natural resource health?	Scale of 1 to 20
<b>Value to the Host Site</b>	
How valuable will the applicant be to a Host Organization? Does the applicant have the background/experience/skills to be effective in a Corps position? What is the likelihood the applicant can work responsibly in a professional environment?	Scale of 1 to 20

## Matching Phase

Based on the reviewer scores, a subset of applicants will be invited to participate in the matching process. Please see “The Application Process” on pages 7 and 8, below, and [Appendix B](#) for more details on that process and placement selection.

## Narrative Tips & Tricks

- **BE THOROUGH.** Make sure to answer **all** parts of each narrative prompt.

*Check out the Evaluation Criteria to see what our reviewers will be looking for!*

- **BE CANDID.** We want to know who you are, what your interests and passions are, and what you would bring to the program.

*Make sure that your responses are thoughtful and reflective of you and your experiences!*

- **BE CAREFUL.** Before submitting your application and narrative make sure to review for grammar, spelling, and punctuation errors.

*Remember Host Organization Applicants will be reading your responses during the Matching Phase!*

## How Competitive is the Program?

Due to high levels of interest in the Program, we anticipate receiving more applications from potential Host Organizations and Corps Members than can be accommodated in the program.

*The average placement rate from the last several rounds in this program is about 44%.*

## Appendix A: Examples of Eligible Corps Member Activities

### Examples of Climate Change Activities include:

- ❖ Projects to expand urban tree canopy, implement green rooftops, and take other actions to reduce urban heat island effects;
- ❖ Projects to improve access to clean, reliable transportation, including through the expansion of bike trails and pedestrian walkways;
- ❖ Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change;
- ❖ Implementing tree planting projects with tree species and forestry practices less vulnerable to storms and fires; • Planning to identify and plan for land corridors to help species migrate;
- ❖ Implement green infrastructure projects to address flooding from increased storm events;
- ❖ Implementation of carbon sink projects like soil health or 'blue carbon' efforts that accumulate and store greenhouse gases;
- ❖ Projects to install renewable energy systems at low-income households and schools, libraries, and other public buildings;
- ❖ Projects to undertake holistic retrofits of low-income households, including weatherization and heat pump installation;
- ❖ Promotion of new federal and state initiatives and funding that will provide up to \$14,000 to low-to-moderate income households for home electrification upgrades, \$7,500 for electric vehicle purchases, and other actions that can reduce household energy costs and greenhouse gas emissions.

### Examples of Environmental Restoration Activities include:

- ❖ Watershed restoration projects focused on water quality and quantity, including stream buffers and restoration; stormwater projects such as rain gardens, bioretention cells, and other low-impact development projects; and implementation of other green infrastructure projects to address nutrient and other pollution of nearby waterways;
- ❖ Watershed restoration projects focused on habitat improvement, including bay grasses, native plants, pollinator plants, oysters, natural (living) shorelines, trees, other wildlife improvements, and more;
- ❖ Projects to work with communities to improve their environmental impacts and activities and to encourage environmental stewardship.

### Examples of Energy Conservation Activities include:

- ❖ Implementation of community greening and urban tree canopy projects that create energy savings;
- ❖ Assistance to schools in becoming "green schools" and reducing energy costs;
- ❖ Promotion of energy efficiency of households and public structures within neighborhoods through energy audits, weatherization, and other on-site energy conservation measures – e.g., "green street" energy projects;
- ❖ Implementation of clean energy projects in communities to enhance the use of renewable energy, reduce carbon emissions, and mitigate climate change;
- ❖ Improvement of the energy efficiency of housing for elderly and low-income households;
- ❖ Implementation of clean energy projects in communities to enhance the use of renewable energy, including free and low-cost energy audits.

### Examples of Agricultural and Forestry Activities include:

- ❖ Implementation of agricultural best management practices to prevent or reduce nutrient runoff;
- ❖ Working in partnership with the agricultural community on outreach and engagement projects to encourage stewardship;
- ❖ Working with forestry programs to increase the number of forested acres in the watershed;
- ❖ Working with urban tree canopy programs.

**Examples of Education Activities include:**

- ❖ Development of interactive environmental education programs for elementary and secondary school students and/or the public;
- ❖ Development of curriculum targeted at training high school students and apprentices to obtain skills necessary to create and implement clean energy and climate resiliency projects in their communities and to compete for jobs in the emerging clean energy sector;
- ❖ Assistance to schools to become “green schools” through hands-on projects with their students;
- ❖ Building infrastructure to promote environmental education including outdoor classrooms, nature trails, public access to natural resources, and schoolyard habitats.

**Examples of Community Engagement Activities include:**

- ❖ Development of environmental outreach tools and materials for a specific target audience;
- ❖ Implementation of community-based restoration and conservation demonstration projects to engage residents and increase knowledge;
- ❖ Development of behavior change programs designed to provide products and services that increase environmentally responsible behavior adoption;
- ❖ Implementation of environmental and/or energy conservation programs and projects to engage and educate residents about local air and water quality and associated human health impacts.

## Appendix B: Application Process and Timeline

### How Are Matches Made?

The Trust will organize and determine placements based on:

1. Quality of the Corps Member application and the value they will receive from being accepted into the Corps.
2. Quality of the Host Organization application and proposed experience offered to the Corps Member.
3. Strength of the match between Corps Member and Host Organization.

