



**EMERGING LEADER FELLOWSHIP
JOINT APPLICATION GUIDELINES
Fellowships Beginning July 2, 2012**

Stoneleigh Foundation guidelines for submitting a Joint Application are included in this packet. This Joint Application should be a coordinated effort between the partner organization and the fellowship candidate. Please complete all of the information and submit it as follows:

- A. Full proposals should be clearly presented, double-spaced and in 12 point font. Include page numbers, the project title and the names of the fellowship candidate and partner organization in a footer on each page.

- B. Send a hard copy of the full proposal package *with attachments* to:

Cathy M. Weiss
Executive Director
Stoneleigh Foundation
123 S. Broad Street, Suite 1130
Philadelphia, PA 19109
Telephone: 215-735-7080

Hard copies must be postmarked on or before January 13, 2012.

- C. Send an electronic copy of the proposal to applications@stoneleighfoundation.org. (Please note: attachments not available in electronic form may be sent as hard copy only.)

Electronic proposals must be received by 5:00 p.m. on Friday, January 13, 2012.

- D. **Please note that incomplete proposals will not be considered.**

- E. Fellowship awards will be announced March 2012. The fellowship term is July 2, 2012 – June 30, 2013.

SECTION I: Cover Letter

The letter from the partner organization should briefly explain the organization's purpose in seeking a Stoneleigh Junior Fellow. A signature from the executive director of the organization is required.

SECTION II: Detailed Proposal (5 pages maximum)

In this section, please be very specific about your project. Include the following items in your description:

- 1. Statement of Problem or Need:** *What is the issue to be addressed? Clearly describe the problem the Junior Fellow will focus on and why it is significant.*
 - a) *Provide information substantiating that the need exists, such as recent statistics, report results or study conclusions.*

- 2. Project Description:** *Describe in detail the design and scope of the project.*
 - a) *How does it address the Statement of Problem or Need?*
 - b) *What are the intended project goals and deliverables?*
 - c) *What is the value to the partner organization and what impact will it have on the organization's activities (e.g. seeding further research, improving service delivery, developing best practices)?*
 - d) *How will the Junior Fellow benefit from this work?*

- 3. Fit Between Project and Candidate:** *Why is this candidate the best person to do this work?*
 - a) *Describe why the organization selected this candidate for the proposed project.*
 - b) *Describe why the candidate selected this organization.*

- 4. Project Supervision:**
 - a) *Please give the name, title and contact information for the person who will supervise this project. (This person may be different from the contact person for the application process.) Please answer the following:*
 - *Why is this person selected to supervise the candidate?*
 - *How will they provide support to the Fellow?*

SECTION III: Candidate Information

PERSONAL INFORMATION

Candidate Name: _____
(First) (Middle) (Last)

Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Telephone: _____ Email: _____

EDUCATIONAL INFORMATION

ADVANCED DEGREE (if applicable)

School: _____

Concentration: _____

Degree Awarded/Expected: _____ Year: _____

UNDERGRADUATE DEGREE

School: _____

Major/Minor: _____

Degree Awarded/Expected: _____ Year: _____

RELEVANT EMPLOYMENT

1. Employer: _____

Position Title: _____

Primary Responsibilities: _____

Dates: _____

Project Title:
Organization Name/Candidate Name:

2. Employer: _____

Position Title: _____

Primary Responsibilities: _____

Dates: _____

(Add additional employment experiences as necessary.)

OTHER QUALIFICATIONS (fellowships, awards, scholarships, volunteer experience, etc.)

1. Description: _____

Dates: _____

2. Description: _____

Dates: _____

(Add additional qualifications as necessary.)

REFERENCES (One academic and one work-related. References may be contacted by Stoneleigh Foundation staff.)

1. Name: _____

Relationship to Candidate: _____

Telephone Number: _____ Email: _____

2. Name: _____

Relationship to Candidate: _____

Telephone Number: _____ Email: _____

SECTION IV: Budget

Please submit a preliminary budget using the Budget Worksheet attached to the application.

SECTION V: Additional Attachments

Include the following documents as attachments to the proposal. Please make sure that the name of the candidate and participating organization are on each attachment.

1. Resume of candidate.
2. Letters of Recommendation (2) for candidate. Please have the references listed on page 3 comment on the candidate's qualifications for the fellowship. Specifically, what personal, academic and professional experience, talents, and achievements make the candidate well positioned to undertake this project.
3. The candidate's official academic transcript from most recently attended academic institution. Copies of official transcripts are accepted. Please note that Stoneleigh Foundation may call to verify coursework and confirm graduation dates.
4. Personal Statement (500 words maximum, written by the candidate). Please tell us why you selected this project and what qualities and experience you bring to the Junior Fellowship.
5. A copy of the organization's IRS determination letter confirming non-profit status, a list of the organization's board members and a copy of the most recent audit.
6. If applicable, please supply letters of support from cooperating government and/or non-profit agencies. If the project requires access to third party data, please submit a letter from that party guaranteeing access to the data. If the project involves working in a consortium, please submit a letter of support from that consortium.
7. If the Junior Fellowship project is a discrete piece of a larger project, or if the project is predicated on existing research or programming, please attach additional information about that project.

I hereby acknowledge that all the information presented here is true and correct.

Candidate's Signature

Date

Project Supervisor's Signature

Date

Executive Director's Signature

Date

Project Title:
Organization Name/Candidate Name:

BUDGET WORKSHEET
July 2, 2012 - June 30, 2013

Organization Name: _____

Candidate Name: _____

	Expenses Covered By Stoneleigh Support	Expenses Covered By Other Funding (if applicable)
Salary	\$	\$
Benefits	\$	\$
Payroll Taxes	\$	\$
Professional Development	\$	\$
Other	Not Applicable	\$
Sub-total	\$	\$
Administrative Support @ 12%	\$	\$
TOTAL	\$	\$

1. Please note that Stoneleigh will provide support for salary, benefits and taxes. For candidates having recently completed an advanced degree, salary, benefits and taxes combined should be in the range of \$50,000 - \$55,000. For candidates having recently completed an undergraduate degree, salary, benefits and taxes combined should be in the range of \$40,000 - \$45,000. (Please contact us if this is inconsistent with your salary guidelines for interns.)
2. Stoneleigh will also provide up to \$2,000 for professional development opportunities for the Junior Fellow, such as attendance at a conference or training. Disbursement of this funding is subject to approval by a Stoneleigh Foundation program officer.
3. Stoneleigh will provide administrative overhead to the organization equal to 12% of supported costs. This funding is intended to support the costs associated with hosting a Junior Fellow and may be used at the organization's discretion.
4. Stoneleigh expects that the partner organization will pay for any additional costs, if applicable. Please specify these costs in the "Other Funding" column.

Additional Information

We would appreciate feedback on the applicant selection process.

1. Number of candidates applying to the organizations:

2. Number of candidates interviewed by the organizations:

3. Suggestions:

Emerging Leader Fellowship Proposal Checklist

- Application is presented in double-spaced, 12 point font. Pages are numbered and the project title and candidate/organization name appears on each page.
- Section I: Cover Letter
- Section II: Detailed Proposal
 - Maximum 5 pages
- Section III: Candidate Information
- Section IV: Budget
 - Use Budget Worksheet
 - Provide budget narrative explaining any additional costs in “Other” category and how those costs will be covered.
- Section V: Additional Attachments
 - Resume
 - Letters of Recommendation (2)
 - Academic Transcript
 - Personal Statement
 - IRS Determination Letter
 - Board List
 - Audit
 - Other Attachments, if applicable
- **Hard copy is postmarked on or before January 13, 2012**
- **Electronic submitted by 5:00 p.m. January 13, 2012**