



Basic Information

Organization Name

Office Address

Address

City

State

Zip

Website URL

Who is the best person to discuss this application with and serve as the primary point of contact for your organization?

First Name

Last Name

Title

Email

Phone

Extension (if applicable)

How would you categorize your organization? (Select no more than two).

- Arts and Culture
- Community and Economic Development
- Education
- Environment/Food
- Health & Human Services
- Human Rights
- Other:

Number of full time employees

Has a leader at your organization approved this fellowship position or positions?

- Yes, that's me!
- Yes, here are their contact details:

Approved by:

First Name

Last Name

Title

Email

Phone

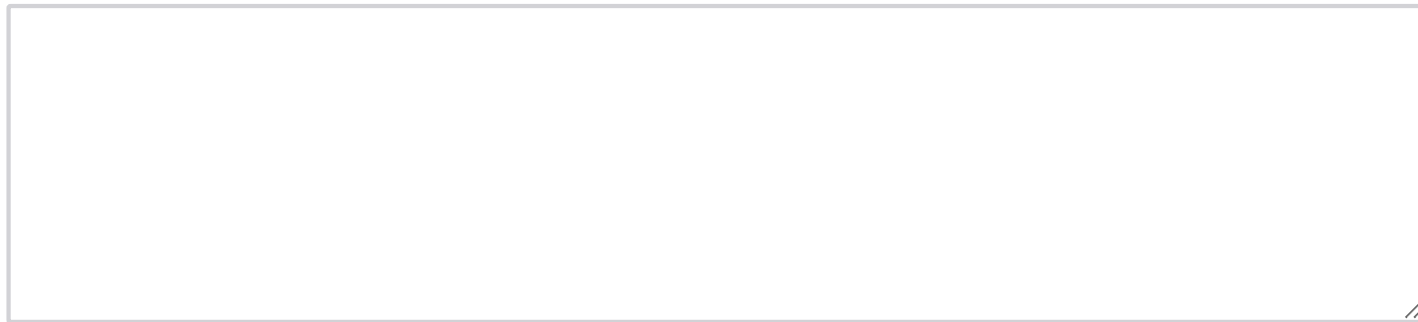
Extension (if applicable)

Organizational Overview

Briefly describe your organization, including your mission and model. (1000 character limit)

Briefly describe the training and on-boarding you provide new staff, fellows and/or interns.

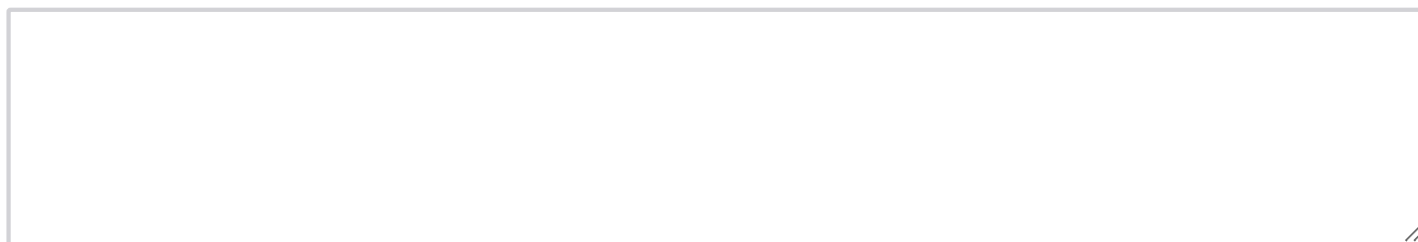
How does your organization foster and support a culturally competent and diverse staff?



Is your organization experiencing any current challenges that would make it difficult to support a Fellow?

- Yes
- No

Please briefly describe how the challenge(s) could make hosting a Fellow difficult and what, if anything, you would do to address this.



Fellowship Overview and Mentor Details

In this section, you will provide preliminary information on the Fellowship role(s) your organization can offer and the Mentors who will support the Fellows in these roles.

We understand that organizational needs may change. We encourage customization of tasks and projects with individual Fellows once matched. This section is to give our Team a sense of the types of learning opportunities you have available.

Ideally, how many Fellows would you like to host for the coming semester?

- One
- Two

Please confirm that you have a professional work space and access to resources as needed for the Fellow(s) to complete assigned tasks, e.g., a wireless network, telephone, organizational computer, necessary software, etc.

- Yes, we have that for each Fellow we're applying for!
- We have some of that, and are working on the rest.
- We don't have all that, but would really like to host a Fellow! Can we discuss options?

You indicated a desire to host more than one Fellow. How many position descriptions and Mentor/Supervisor details would you like to submit?

- Just one - if assigned two fellows, they would both have the same title and perform similar tasks. They will also have the same mentor.
- Two distinct Fellowship descriptions and Mentor/Supervisor details. They each will have a different mentor.

Fellow Position Title - How will you refer to the Fellow when you introduce them? (E.g. Social Media Coordinator, Research Assistant, Etc.)

Mentor Contact Details

First Name

Last Name

Title

Email

Phone

Extension (if applicable)

Link to Mentor's LinkedIn Profile

OR Upload a copy of Mentor's resume.

Describe why you think the proposed Mentor will succeed in developing the skills of a Social Innovation Fellow. Include reference to the proposed Mentor's skills as a manager or peer/project leader.

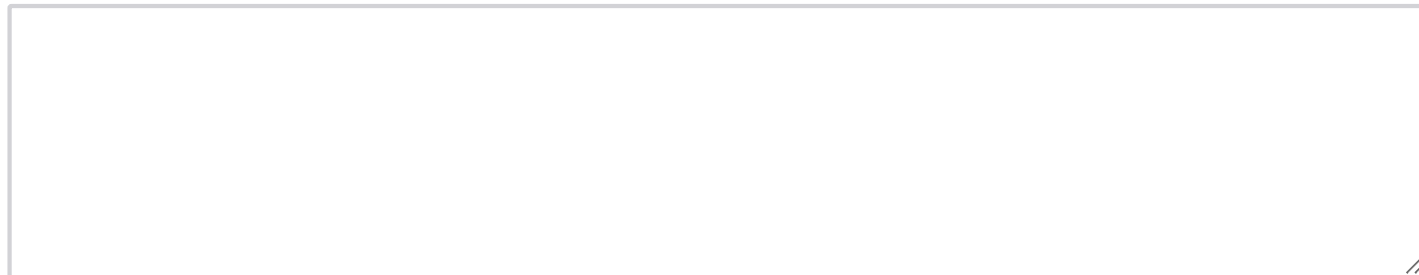
Please include a note from the Mentor below on why they would like to serve as a Mentor/Supervisor to a Social Innovation Fellow.

As part of their learning experience, **Fellows should spend approximately 10% of their time (3hrs per wk/40hrs total) as participants/observers.** Which of the following opportunities will you be able to provide your Fellow? Select all that apply.

- Observe one or more board meetings
- Attend department all-staff and/or other internal meetings
- Attend conferences-workshops or trainings
- Shadow Mentor and/or other staff at site visits-donor meetings-client meetings or similar
- Attend events hosted by the organization (e.g. fundraising events-community meetings)
- Attend networking lunches with staff members (other than the Mentor)
- Other:

In bullet form, please provide at least one example specific to your organization for each box checked above, for example:

- *Fellow will regularly attend Monday am program meetings*
- *Fellow will be offered the opportunity to join program staff at literacy conference in October*
- *Fellow will attend at least three family intake meetings with program manager*



Fellows must spend at least 40% of their time (12hrs per wk/160hrs total) working on a special project.

Special projects must have the following characteristics:

- Project meets a real need for the organization -- not just “make work”
- Fellow takes the lead in planning and implementation
- Fellow has an opportunity for real responsibility, real success and real failure
- Project goals and objectives are clearly articulated
- Produces a product that can be evaluated by both the Mentor and a member of the CfSI staff Team to contribute to cross-cohort parity for internship grades

Your Special Project Proposal:

The following is a list of special projects that have been successful in the past, particularly when a Fellow and Mentor have worked closely to create a focus and scope for the project that meets both the Fellow's learning needs and the needs of the organization.

Please select the category below that best matches the project you are proposing, or add your own! If you plan to offer the Fellow a choice, select up to two options.

- **Strategic Project:** *Fellow develops and implements a particular strategy that is self-contained, but supports the broader goals of the organization. (Examples: Launch a new*

Spanish language newsletter to increase outreach to latinx communities for Union Capital Boston. Create and implement a strategy to recruit 25 new volunteers from Boston University for a day of service; report on outcomes in brief write up.)

- **Event Planning:** *Fellow designs, organizes, and leads their own special event (not a regular or annual event). (Example: Put on the first Assistive Technology Resource Fair for the Deaf and Hard of Hearing for Easter Seals then create one page outcomes report and three page memo about how to replicate.)*
- **Report or Analysis:** *Fellow does a research or analysis project and produces a report/presentation. (Examples: Research and write a handbook about urban chicken care for Green City Growers. Analyze program data and produce and deliver a presentation to staff about recommended program revisions for The Theater Offensive.)*
- **Social Media:** *Fellow develops and implements a social media strategy for the semester (must include significant opportunity for design and planning, not just executing existing plans). (Example: Manage social media strategy and implementation for Playworks including launching a new snapchat channel; write up outcomes, lessons learned and recommendations in 3-4 page memo.)*
- **Direct Service:** *Fellow manages a portion of the organization's direct service delivery, particularly when existing systems are in place to support college age students or young adults in these roles. (Example: Serve as a Site Director for Let's Get Ready or a Resource Room coordinator for 826 Boston; deliver program evaluation write up as final product.)*

Strategic Project

Event Planning

Report or Analysis

Social Media

Direct Service

Other:

Provide a 1-2 sentence description of the parameters for each special project type you selected above.

(E.g. *We have a variety of program data that has not been analyzed. The Fellow would work with their Mentor to define a research question, then analyze the data and present findings in the form of a memo and round table with the program Team.*)

Does your organization currently employ/have access to someone with expertise relevant to the Special Project? If not, how will you ensure the Fellow receives the support they need to complete this project successfully?

In what way will the special project work be of high value to the organization?

Fellows can spend up to 50% (15hrs per wk/200 hrs total) of their time on "General Tasks". This means assisting with any tasks that provide a learning opportunity for the Fellow while contributing to the function of the organization broadly.

Unlike the special projects, Fellows are welcome to serve in an assistive capacity during their General Task time, for example:

- Tutoring students one on one (direct/constituent)
- Staffing tables at outreach events (direct/constituent)
- Weeding vegetables in a community garden (direct/constituent)
- Helping to plan for an annual fundraising gala (computer/administrative)
- Assisting with a mailing for an annual appeal (computer/administrative)
- Data entry (computer/administrative)

Will the Social Innovation Fellows' general tasks be primarily:

Direct/constituent

Computer based/administrative work

Other:

List three to five bullet points describing General Tasks this Fellow will perform (see examples above):

Is there anything else you would like to share?

You indicated that you will have two positions and two mentors. You will now have the opportunity to provide information for each position and each mentor.

Fellow One Position Title - How will you refer to the Fellow when you introduce them? (E.g. Social Media Coordinator, Research Assistant, etc.)

Fellow One Mentor Contact Details

First Name

Last Name

Title

Email

Phone

Extension (if applicable)

Link to Fellow One Mentor's LinkedIn Profile

OR Upload a copy of Fellow One Mentor's resume.

Describe why you think the proposed Mentor will succeed in developing the skills of a Social Innovation Fellow. Include reference to the proposed Mentor's skills as a manager or peer/project leader.

Please include a note from the Mentor below on why they would like to serve as a Mentor/Supervisor to a Social Innovation Fellow.

Fellow Two Position Title - How will you refer to the Fellow when you introduce them? (E.g. Social Media Coordinator, Research Assistant, etc.)

Fellow Two Mentor Contact Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Extension (if applicable)	<input type="text"/>

Link to Mentor's LinkedIn Profile

OR Upload a copy of Mentor's resume.

Describe why you think the proposed Mentor will succeed in developing the skills of a Social Innovation Fellow. Include reference to the proposed Mentor's skills as a manager or peer/project leader.

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Fellow Position One Description

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As part of their learning experience, **Fellows should spend approximately 10% (3hrs per week/40hrs total) of their time as participants/observers.** Which of the following opportunities will you be able to provide your Fellow?

- Observe one or more board meetings
- Attend department all-staff and/or other internal meetings
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Strategic Project

Event Planning

Report or Analysis

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Other:

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(E.g. We have a variety of program data that has not been analyzed. The Fellow would work with their Mentor to define a research question, then analyze the data and present findings in the form of a memo and round table with the program Team.)

In what way will the special project work be of high value to the organization?

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- Computer based/administrative work
- Other:

List three to five bullet points describing General Tasks this Fellow will perform (see examples above):

Fellow Position Two Description

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As part of their learning experience, **Fellows should spend approximately 10% (3hrs per week/40hrs total) of their time as participants/observers.** Which of the following opportunities will you be able to provide your Fellow?

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Strategic Project

- Event Planning**
- Report or Analysis**
- Social Media**
- Direct Service**
- Other:**

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