**OSI-BALTIMORE COMMUNITY FELLOWSHIPS PROGRAM**

**FOR YOUTH AGES 18 -30**

**GUIDELINES FOR PROPOSAL SUBMISSION**

**Deadline: Monday, June 15, 2020**

**Application Checklist:**

[ ]  Cover Sheet

* Applicant Information
* Project Description
* Affirmation of Eligibility

[ ]  Proposal narrative (Guidelines attached)

[ ]  One letter of recommendation

[ ]  Letter of Support from Mentor/Supervisor/Champion

[ ]  Resumé

[ ]  Optional: Other supporting documents (*no more than two*)

Proposal and supporting materials must be submitted **no later than Monday, June 15, 2020.**

You can submit your full proposal via email to baltimorefellowship@opensocietyfoundations.org with the subject line YOUTH ACTIVIST FELLOWSHIP. Your coversheet, proposal, letters of recommendation, and any supplemental documents should be sent as a single email. If you have any difficulties or questions, please call Pamela King or Katy Caldwell at 410-234-1091 or send an inquiry to baltimorefellowship@opensocietyfoundations.org for assistance.

**PROPOSAL COVER SHEET**

1. **APPLICANT INFORMATION:**

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 Name (Last, First, Initial)

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 Mailing Address City State Zip code

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Best Number to Reach You Email address

## Tax Classification: Please check one

[ ]  US Citizen [ ]  Green Card Holder [ ]  Asylum/Refugee [ ]  Foreign Individual

**II. PROJECT DESCRIPTION: Please include project title and targeted community to be served.**

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**PLEASE INDICATE YOUR PROJECT’S ISSUE AREA:**

[ ] Arts/Culture/Media

[ ] Civil Liberties/Legal Rights

[ ] Community Empowerment

[ ] Drug Addiction Treatment

[ ]  Economic Justice/Empowerment

[ ]  Health

[ ]  Housing

[ ]  Environmental/Food Justice

[ ]  Youth Development

[ ]  Disability Justice

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## III. AFFIRMATION OF ELIGIBILITY

[ ]  *By checking this box I understand that the Community Fellowship is a full-time commitment and that I may not be enrolled as a full-time student in an academic institution during the fellowship period. I also understand that I cannot hold a full-time position in addition to the Fellowship obligation. I further declare that I am not requesting the Community Fellowship to conduct work for which I am presently being compensated or that is already being implemented by a partner organization.*

**PROPOSAL NARRATIVE (**five to seven pages**)**

**The applicant must submit a five to seven page proposal doubled-spaced in 12-point type with one-inch margins. The applicant’s name should be visible in the upper right-hand corner of each page.** *Proposals should include the following information in the order listed:*

1. A statement of the fellowship project goals: What do you hope to change or make better? *(no more than three sentences)*
2. What specific challenges does your project seek to solve? Why is it important? *(two paragraphs)*
3. Who will your project help to support (be as specific as possible)? What do the people you plan to serve think about the challenge? Will people in the community take part in the project? If so, how? *(one-half page)*;
4. How are you going to achieve your goals? What challenges might you experience when working on your project? What relationships will you forge with organizations, communities, and other individuals that are necessary to carry out your project? (*two to three pages*)
5. Is COVID-19 a factor in your desire to do this work? If yes, briefly explain. (*no more than three sent*ences)
6. What makes you the right person to do this work? What type of work, training, life experience(s) or skills give you the ability to carry out the project. Is there an event or moment in your life that has made you want to do this project? *(one paragraph)*;
7. *What do you need to learn to make sure you are successful with your project? This could be about building specific skills, learning about particular issues, or otherwise gaining exposure or access to new people, ideas or approaches. (one paragraph)*
8. Describe your timeline for implementing your project activities. What are you going to do and when will you do it? What goals or milestones will you meet every three months? *(one page)*
9. How much money will the project cost? This does not include the fellowship stipend. How do you plan to pay for the expenses? How will you plan to continue your project after the fellowship ends and you are no longer receiving a stipend from OSI? (*no more than two paragraphs*).
10. What do you hope to do after this fellowship? What do you hope to be doing in five years from now? (*no more than three sentences)*

**ONE LETTER OF RECOMMENDATION** *(one to two pages each)*

Letters of recommendation **must** be sent with the proposal, ***not* under separate cover.** Letters are not expected to be sealed. Recommendation letters should focus on the applicant’s ability to implement the proposed fellowship activities.

**LETTER OF SUPPORT FROM MENTOR/SUPERVISER/ CHAMPION** *(one to two pages***)**

Applicants are strongly encouraged to identify at least one person who will provide them with advice, guidance, and support on a consistent basis throughout the project—someone who would be considered the applicant’s mentor, supervisor, or “champion.” This person can be, but is not required to be, from a partner organization. This person should be familiar with the applicant’s fellowship project, committed to helping the fellow achieve the project’s goals and objectives, and committed to supporting the fellow’s growth and development as an activist and educator. This person will also, ideally, have deep familiarity with the issue at the focus of the fellowship project or with the geographic location of the fellowship project work.

**ADDITIONAL MATERIALS (OPTIONAL).** You are welcome to include with your proposal other materials or information that may help explain why the work is needed and why you are the right person to take it on.

If you have any questions regarding the proposal submission process for the Community Fellowship Program, please call Pamela King or Katy Caldwell at 410-234-1091 or send an email to ***baltimorefellowship@opensocietyfoundations.org***.

Open Society Institute – Baltimore

**Community Fellowships for Youth Ages 18 - 30**

**2020 Timeline**

|  |  |
| --- | --- |
| **Date** | **Event** |
| **May** | Announcement for Youth Activist Fellowship |
| **June 15** | Deadline for submission of full proposals |
| **July/August** | Site VisitsInternal/External Application Review |
| **August** | 20 Finalists Invited To Interview with Selection Committee |
| **September/October** | Selection Committee interviews Finalists and selects Community Fellows |
| **November**  | Community Fellowships Convening and Orientation |