



Island Institute Fellows Program

Project Request Form

2008 – 09

The Island Institute Fellows Program is seeking community requests for projects to be accomplished by an Island Fellow during the 2008 – 2009 program year. The application for an Island Fellow is a competitive process and requires a great deal of thought on the behalf of community leaders to determine an appropriate project for an Island Fellow and anticipate project details or developments that may arise over the course of the fellowship. Please refer to the Application Guidelines and Instructions when completing this proposal.

Deadline for submission of project request forms is Friday, March 14, 2008.

Project Request forms will be evaluated for the following content:

Section I

- ❖ A clear and detailed project description;
- ❖ Evidence that the project(s) meet a compelling, community-determined need. (for example, a project voted upon by the entire community at town meeting, a project determined by the board of directors of a community group, or a project determined through a forum or coalition meeting). The need must be clearly explained; stating who or what will benefit from the project(s) and how the need was determined (through citizen input, surveys, forums, etc.);
- ❖ Demonstrated community support for the project(s), ensuring that the project is not coming from an individual, but garners greater community input and buy-in;
- ❖ A well articulated demonstration of the impact of the Fellow placement on the community;
- ❖ A list of all collaborating organizations/groups, and letters of support from each partnering group;
- ❖ An indication of support and buy-in for the Fellow from the board of directors/ community leaders of the organization hosting the Fellow.

Section II

- ❖ A solid plan for the first 4 quarters of the Fellow's placement;
- ❖ A comprehensive training and orientation plan for the Fellow;

- ❖ A clearly determined advisor, who can provide consistent communication and supervision of the Fellow.

Section III

- ❖ Evidence that the project matches the goals of the Fellows Program;
- ❖ A clear idea of how the project(s) will be sustained by the community once the Fellow leaves, and a plan to ensure that the Fellow's service will work toward this sustainability;
- ❖ A demonstration that volunteers are implemented into projects;
- ❖ A commitment from the community to meet the cash match requirement;

Note: Preference will be given to sites that have not had a recent Fellow placement .

Please take the time to map out as much as possible in regards to the project. We are aware that most projects evolve over time, but it is important for the Fellows to have a clear understanding of their project and their responsibilities, the priorities within the project and an anticipated timeline to follow as they begin their placement. It is also important to have a plan for how the Fellow will be introduced to the island community. Try to anticipate as much as you can in regards to the needs and evolution of the project(s), while keeping in mind that the project may evolve in different directions depending on the skills of the fellow and the variables that come into play within the communities.



Island Institute Project Request Form

Person completing form: _____ Date: _____

Project Site/Island Community: _____

Mailing Address: _____

Phone: _____ Fax: _____

E-mail of Advisor: _____

Placement Site Category (circle one):

Community Organization (without full-time, paid staff)

Town Office

School

Library

Community Center

Museum

Small Nonprofit (budget under \$250,000)
(with at least 1 paid, full-time staff)

Large Nonprofit (budget over \$250,000)

Other: _____

Please refer to the Application Instructions and Guidelines as you complete this application.

SECTION I

1. Please describe the project that the Island Institute Fellow will be working on during their placement year.

5. Who else will be collaborating on this project? (Please attach a Letter of Support from each partnering organization/group.)

6. In what ways has your board formally acknowledged support for the Fellow? To what degree was your board involved in the decision to apply for a Fellow?

SECTION II

1. What is your plan for the first 4 quarters of the Fellows term of service?

- What are the specific objectives for each quarter?

- What role will the Fellow have within each goal?

2. What are your plans for orienting the Fellow to the community and project(s)?

3. Who will be the Fellow's Advisor?

- What is their title/relationship to the project(s) and community?
- Describe how this person will be able to provide guidance and feedback to the Fellow.
- Describe his/her availability to meet, either in person, over the phone, or via e-mail at least once/week.
- What back-up plan do you have if the primary advisor is unavailable any given week?
- Will the Advisor make a commitment to attend at least one of the following Advisor Training Sessions? (please check one)

_____ Participation in an Advisor Training Session with other Advisors and Fellows on September 19, 2008, from 10 – 12). This session will provide you with an opportunity to meet other island Advisors, and meet the new corps of Fellows. Overnight accommodations are available for Thursday evening, if needed.

_____ Regional Training Session. These sessions will provide you with the opportunity to meet seasoned advisors and learn about some best management practices for hosting a Fellow.

_____ Casco Bay (August 8, 12 – 2)- at the Ferry Terminal

_____ Penobscot Bay (August 15, 12 – 2)- at the Island Institute office

_____ Downeast Islands (August 22, 12 – 2)- location to be determined

_____ One-on-One meeting with Chris Wolff in August, 2008. Please only choose this option if you are absolutely unavailable for the above choices.

Please make sure the Advisor has read and signed the Advisor Acknowledgement form, and that this form is submitted with the application.

4. For recruitment purposes, what specific skills/qualities would you seek in a Fellow applicant?

4. How many Fellows have been placed in your community in the past?

5. Will the island/organization be able to commit a cash match toward the placement of a Fellow? (Please check one)

_____ For community organizations, the Institute requests \$3,500.

_____ For schools, town offices, and small nonprofit organizations, the Institute requests a cash match of \$6,000.

_____ For larger nonprofits, and state agencies, which have professional grant writers and development departments, the Institute requests the equivalent of ½ of the direct costs, or \$16,000.

Cash match contributions can be offset by one of the following:

- Providing housing for the Fellow (at no cost to the Fellow- at a value of \$500/month)
- Underwriting the health insurance for the Fellow (roughly \$3,600)
- Providing for the travel allowance for a Fellow (roughly \$750)

(Other options may be available. Please call Chris Wolff to discuss options.)

Full payment will be due by June 30, 2009

Certifications:

I attest that the information provided within this application is complete and accurate. I also certify that I have read and understand the Advisor Roles and Responsibilities and am aware of the AmeriCorps approved and prohibited activities.

_____ Advisor Signature

_____ Date

Please return completed form, with attached letter(s) of support, by Friday, March 14, 2008 to:

Chris Wolff, Community Development Director
 PO Box 648, 386 Main St.

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Fax: 207/594-9314