



Island Institute Fellows Program Project Request Form 2010 – 11

The Island Institute Fellows Program is seeking requests for projects for the 2010-11 program year. This is a competitive process and requires a great deal of thought and attention to the potential project details for the placement of an Island Institute Fellow. Please read through the Application Guidelines and Instructions when completing this proposal.

Deadline for submission of project request forms is Friday, March 26, 2010.

Project Request forms will be evaluated for the following content:

Section I

- ❖ A clear and detailed project description
- ❖ Whether the project(s) meet a community-determined compelling need (as determined by the entire community (town meeting), through a board of directors' decision, or through a forum or coalition meeting). The need must be clearly determined, 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 simply coming from an individual, but garners greater community input and buy-in.
- ❖ Articulates well the impact of the Fellow placement on the community
- ❖ Lists all collaborating organizations/groups and has letters of support from each partnering group
- ❖ Demonstrates that there is support and buy-in for the Fellow from the board of directors

Section II

- ❖ Has a solid plan for the first 4 quarters of the Fellow's placement
- ❖ Has a comprehensive training and orientation plan for the Fellow
- ❖ Has clearly determined an advisor, who can provide consistent communication and supervision of the Fellow.

Section III

- ❖ Demonstrates how the project fits in with the goals of the Fellows Program.
- ❖ Has 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.
- ❖ Demonstrates how volunteers are implemented into projects
- ❖ Shows commitment from the community to meet the cash match requirement
- ❖ Preference will be given to sites that have not had a Fellow placement recently.

Please take the time to map out as much as you can in regards to the project. 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 a timeline to follow. 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 and projects.

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 16, 2010, from 11-1). 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 Wednesday evening, if needed.

_____ Mainland Training Session. This training will provide you with the opportunity to meet seasoned advisors and learn about some best management practices for hosting a Fellow. This training will take place in Rockland at the Island Institute office on Thursday, September 9, 2010 from 11-1.

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

5. Finding Fellow housing can be challenging. How will the community and/or Advisor work with the Island Institute to secure housing?

SECTION III

1. How does this project fit in with the goals of the Island Institute Fellows Program?

2. Thinking in terms of sustainability (leveraging additional financial resources, increased volunteer generation that will continue beyond the Fellow's term of service, ability to expand the program to address the stated need, training community members to continue the project beyond the Fellow's year of service, etc.), how will the placement of a fellow enhance your island's/organization's ability to meet long-term goals and build capacity?

3. How can volunteer recruitment and training be implemented into one or more of the Fellow's projects?

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 read through Application Instructions and Guidelines to be learn about the cash match expectation)

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 \$450/month)
- Underwriting the health insurance for the Fellow (roughly \$1,500)
- Providing for the travel allowance for a Fellow (roughly \$1,000)
- Collaborating with other organizations to cost-share the Fellow position

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

Full payment will be due by June 30, 2011

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 19, 2010 to:

Chris Wolff, Community Development Director
PO Box 648, 386 Main St.
Rockland, ME 04841-0648
E-mail: cwolff@islandinstitute.org
Phone: 207/594-9209, ext. 102
Cell: 207/712-8551
Fax: 207/594-9314