



**Women's Policy Institute
2011/2012 Fellowship Application Form
Deadline: June 6, 2011**

The Women's Fund of Rhode Island invites you to apply for the 2011/2012 class of the Women's Policy Institute. To be considered, please complete the application below and return it to: Women's Fund of Rhode Island, One Union Station, Providence, Rhode Island 02903, by June 6, 2011. If you are interested in learning more about the Policy Institute before you apply, please feel free to attend an informational session on May 12, 2011, 8:30 – 10 am, at Rue De L'Espoir, which is located on 99 Hope St., Providence.

Fellows will be selected through a competitive application process. The selection committee is comprised of community reviewers who will review all complete applications, interview applicants and choose a class of no more than 10 fellows.

Applicants selected for in-person interviews will be notified by June 15, 2011. Interviews will take place the week of June 20 - 27, 2011.

Fellows will be notified of their selection by July 1, 2011 and a public announcement will be made later that month. The Institute will officially launch at the end of August.

SECTION I

Application Cover Sheet

SECTION II

Applicant Qualification Form

SECTION III

Detailed Question and Answers—limit each response to 100 words.

SECTION IV

Attach your resume and a copy of your organization's organizational chart (if applicable).

SECTION V

Have your supervisor (the executive director if you are a senior staff member, the board president if you are an executive director, an academic advisor if you are a student, a former colleague or supervisor if you are currently unemployed) initial the qualifications on the Employer Confidential Reference and Qualification Form and complete a letter of reference. This form must be signed and returned to the Women's Fund of Rhode Island with the letter of reference by the fellowship application deadline of June 6, 2011.

Section I: Applicant Cover Sheet

Name: _____

Employer Organization/Academic Institution: _____

Title: _____

Work Street Address: _____

City, State: _____

Phone: () _____ Fax: () _____

Email address: _____

Cell Phone: _____

Home Street Address: _____

City, State: _____

Home Phone: () _____ Fax: () _____

Email address (if different from above): _____

Indicate address where you prefer to receive mail: _____ Home _____ Work

Email: _____ Home _____ Work

Legislative Districts: (please go to [://sos.ri.gov/elections/voters/](http://sos.ri.gov/elections/voters/) if you do not know)

Work/school address

State Senator: _____ State Representative: _____

Home address

State Senator: _____ State Representative: _____

Applicant Name: _____

Section II: Applicant Qualification Form

Please choose the area in which you have the deepest content knowledge. (Choose one.)

- Aging Justice
- Women's Health
- Economic Justice
- Education and Training
- Reproductive Health and Justice
- Domestic Violence

Please initial next to each qualification:

____ I am a student, executive director, senior program staff member, staff member or volunteer leader from an agency or program that focuses on women's health, economic justice, education and training, reproductive health and justice, domestic violence, or work family life.

____ I have content knowledge in at least one of the six fields above as they relate to women.

____ I am committed to and will make myself available to attend all retreats for the full time of each retreat.

____ I have the full support of my organization, including board of directors, to participate in the Institute and to spend staff time to work on a policy project. I also have permission to work on a policy project that may or may not be a priority for my organization, and I will participate actively in the project in order to learn the policy process. I understand that I will have to do my part to work together as a team despite differences in personalities and styles.

____ I understand that working on a policy project may require me to work an average of two hours of my work week and, some weeks, before legislative hearings and during retreats, I may spend several days in a given week working on my policy project. I am able to control my work time to the extent that I will be able to meet this requirement.

____ I understand that if my team's policy project becomes a longer process, I will be expected to continue participating actively in the project and with my teammates beyond the final Institute retreat.

____ I understand that I will be required to bring what I have learned at the Institute back to my organization so that, as an institution, it is better able to engage actively in policy advocacy.

____ I understand that I will be required to engage after the year of training in a network of Institute fellows and alums to continue advancing public policy agendas that benefit Rhode Island's women and girls.

____ I have a personal or work/school –related e-mail account that I can check daily.

Section III: Applicant Responses to Formal Questions

Please keep each response to 100 words or less.

1. In Section II, you indicated the one area in which you have the deepest content knowledge—women's health, economic justice, education and training, reproductive health and justice, domestic violence, or work /family/ life balance. Please describe your experience and special interest in the area.

2. Describe an experience you have had—either personally, as part of your educational background, or with your organization—advocating for an issue on behalf of your community.

3. What experiences have you had—either personally or with your organization—advocating with local, state or federal policymakers?

4. What resources, skills and unique experiences are you and your organization able to share with other Women's Policy fellows?

5. Describe an experience you have had working as a part of a team to accomplish a project or goal.

6. Briefly describe three potential policies and /or pieces of legislation you might like to develop to address an issue or issues in your community.

7. What are you interested in learning if you are accepted into the Institute?

8. How do you intend to incorporate policy advocacy into your work as you move forward in your career?

9. How will your organization incorporate what you have learned so that it is better able to engage actively in policy advocacy and lobbying as an institution?

10. How will your organization be able to support the time requirement for your participation a) in the program and b) in policy advocacy and lobbying?

Section V: Employer Confidential Reference and Qualification Form

Instructions

1. Review the Institutional Requirements page in the application packet.
2. Initial each statement on the attached form indicating your understand and agreement.
3. Sign and fill in your contact information on the attached form.
4. Attach a brief, one-page statement that addresses both the applicant's capabilities and the organization's desire to play a greater role in advocating for public policy that advances an agenda for women and girls.

Please return the completed and signed form with your one-page statement directly to the Women's Fund of Rhode Island by **June 6, 2011**.

Women's Fund of Rhode Island
One Union Station
Providence, Rhode Island 02903

Please direct questions to Marcia Coné at (401) 274-4564 or mcone@wfri.org .

Section VI: Employer Confidential Reference and Qualification Form

Deadline: June 6, 2011

Please initial next to each statement:

____ I understand that the Women's Fund of Rhode Island will cover the cost of training and materials for retreats.

____ I understand that the Women's Fund of Rhode Island will provide training on policy and advocacy including the legal rights of nonprofits to actively engage in lobbying.

____ I understand that our organization is required to provide paid staff time for our employee to participate in retreats and work on a policy issue, including lobbying. In the event that the policy project becomes a two year bill, our organization will allow for the employee's continued work on this project during a second year.

____ I understand that participants will likely join a team from within the primary area of interest of our organization and that the team will choose a policy project, most likely legislation, that may or may not be a priority for my organization and that the above agreements will remain in effect whatever the topic of the project.

____ I understand that participants will be required to bring what they have learned in the Institute back to their organizations so that, as an institution, we are better able to actively engage in policy advocacy, and I have discussed with the participant how this can best happen.

____ I have attached a brief, one-page statement that addresses both the applicant's capabilities and the organization's desire to play a greater role in advocating for public policy that advances an agenda for women and girls in Rhode Island.

I understand the requirements listed above and agree to support the applicant if accepted as a fellow.

Signature: _____ Date: _____

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Please return the completed and signed form with the one-page statement directly to the Women's Fund of Rhode Island by June 6, 2011. Please direct questions to Marcia Coné, Executive Director, at (401) 274-4564 or email at mcone@wfri.org.