THE COLUMBUS FOUNDATION

NONPROFIT ORGANIZATION APPLICANTS

THE COLUMBUS FOUNDATION SUMMER FELLOWSHIP PROGRAM
FREQUENTLY ASKED QUESTIONS

Need more information?
Contact Mark Lomax, at **mlomax@columbusfoundation.org** or visit columbusfoundation.org.

What are the basic qualifications to host a Fellow?

To qualify for the Fellowship program, organizations must have a current Directory Listing in The Giving Store;
present a specific project with clear scope and description;and have a specific supervisor, desk/office space, and supplies (e.g., computer) for the Fellow.

What type of project would be a good fit for a Fellow?

Any project that is meaningful and would engage a Fellow with the mission of your organization would be a good fit. The strongest applications will outline a specific idea with clear direction and outcomes. Additionally, a strong application will describe a project that most likely can be completed by the Fellow within the 10-week program. Projects may be in person or virtual, pending CDC recommendation.

Can I apply for a Fellowship to support someone who already works at my organization?

No. This program is for organizations to add a temporarystaff person who builds the capacity of the organization and serves its mission. If a student already works at yourorganization, they would be eligible to apply—and if selected would need to work for another organization.

My organization hosted a Fellow last summer; when are we eligible to apply again?

Organizations that have hosted a Fellow must wait one year before they are eligible to apply again.

How does the nonprofit organization application process work?

Applicant organizations go through a review process that is similar to other grant opportunities. Once the group of finalists is approved by The Columbus Foundation's Governing Committee, they will be notified accordingly. Applicant organizations will hear from the Foundation in November. At that time, more specific details pertaining to the logistics of the program will be communicated with theselected organizations.

How long is the Fellowship?

The Fellowship is 10 weeks long. This would include the full-time work of the Fellow, required Learning Sessions atthe Foundation, and any opening and closing orientation sessions for both the Fellow and selected organization.

My project starts earlier or runs longer than the designated 10 weeks; will this application be considered?

Organizations with slightly varying schedules are welcometo apply although preference may be given to projects following the 10-week schedule.

How many hours per week must a project be to qualify forthe Fellowship?

The Fellow must have a project that requires him or her to work full-time (approximately 40 hours each week) for 10-weeks. Non-traditional working hours are acceptable.

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How does the student selection process work?

- Students meeting the minimum qualifications will send in complete applications by the deadline.
- Each application will be reviewed by members of the selection committee. The selection committee will give each applicant a numerical score based on a set of criteria.
- Based on those scores, Foundation staff and the selection committee will move the top applicants into an interview phase. Each selected host organization will be sent information about two applicants.
- Selected organizations will interview both applicants and choose the one who they believe will be the best fit. Please note that if neither applicant is acceptable, organizations must contact the Foundation immediately to receive information for an additional applicant.
- Once the organization has chosen the best-fitting applicant, they will notify the Foundation.
- Foundation staff will contact each potential Fellow to complete a background check.
- Once the applicant's background check is completed, the Foundation will notify the Fellow that he or she has been selected—and which organization they will be serving.

What is the specific timeline for this year's application, selection, and program process?

- August 19: Nonprofit application available
- September 16: Nonprofit applications due
- November: Nonprofit Host Sites selected and student application available
- December: Student applications due
- January-February: Fellows selected
- May: Nonprofit Host Site orientation
- June 5: Fellowship begins
- August 11: Fellowship ends

What if neither applicant is acceptable?

Contact the Foundation immediately to be given the information for an additional candidate.

Who notifies the candidates that he or she did or did not receive the Fellowship?

The Columbus Foundation staff will notify the candidates regarding whether or not they are selected once the background check is complete.

How much does the Fellowship pay?

The Fellow will receive a stipend of $6,350.

How does the Fellow receive his or her stipend?

The Fellow is considered an employee of his or her host organization. Each organization will receive a grant of $7,350 from The Columbus Foundation and is responsible for paying the Fellow through the organization's payroll system—most typically, a Form 1099. The additional $1,000 is intended to cover organization costs or supplies related to hosting the Fellowship.

What do I do if I have more questions about how the stipend works?

Each selected host organization will be given more information during the host organization orientation.

Does the Fellow have any obligations to The Columbus Foundation during the Fellowship?

Fellows must attend an orientation, all Learning Sessions, and the final luncheon. Organization representatives will be notified of additional required events. Required events taking place during working hours will be included in the Fellow's required 40 hours of work. Fellows will be required to make weekly blog postings sharing Fellowship experiences and lessons learned. At the conclusion of the program, Fellows are required to give the Foundation a final report and may be invited to make a final presentation of their Fellowship experience. Other events, such as excursions, are highly encouraged for the Fellow—but not required.

What are the expectations of the host nonprofit organization during the fellowship?

Host organizations are expected to attend orientation in May. Host organizations are expected to include the Fellow in meetings, offer a dedicated work space, and offer all necessary tools to complete the project, including a computer if necessary. Host organizations are expected to offer full-time employment (approximately 40 hours per week) to the Fellow, and to offer the same Fourth of July holiday time off as it offers to other employees.

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