

# Bill Emerson National Hunger Fellows Program

## Policy Site Work Plan Application

The deadline for this application is **Thursday, November 16, 2017.** Please see our website for [application process and timeline](http://www.hungercenter.org/fellowships/emerson/host/policy-placement/application-process-and-timeline/).

## Contact Information

Organization Name:

Street Address:

City, State, zip code:

Mailing Address (if different):

Phone Number:

Website:

Total number of full-time staff members:

Executive Director Name:

Emerson Hunger Fellow Supervisor:

Division/Department:

Email address (of Hunger Fellow Supervisor):

Name and Email address (of person completing this application, if different):

## Organizational Information

1. Has your organization previously hosted Emerson National Hunger Fellows? If yes, please specify the names and years of past Fellows.
2. Please describe your organization’s mission, your range of programs and/or activities, and your issue and population focus.
3. As we work to end hunger, the Emerson Program has a specific focus on racial equity. How does your organization’s work on hunger and poverty address racial inequities in the United States?
4. We value all forms of diversity within our classes of Fellows and host organizations. What policies or practices have your organization developed that would contribute to a positive work environment for Fellows of color, Fellows with lived experience with poverty, and LGBT fellows?
5. Is your office accessible by public transportation?

## Proposed Work Plan

Please answer the following questions about the project proposal. Fellows will be choosing agencies for interviews based on this description. Successful applications typically include detailed project descriptions that clearly outline how the project will build the capacity of the organization and advance your mission, allow Fellows to use and grow their professional skills, and have an impact on the food security, health, access to resources, and/or quality of life of low-income Americans.

1. Please describe the proposed project that you would like a Fellow to complete. Please discuss the following:

* What are the goals?
* What are the desired outcomes?
* What problem would the project address?
* What change would it make?
* How is the work of the Fellow connected to efforts to increase the food security or economic security of low-income people?

1. How does the project fit into the core goals of your organization?
2. Using the following Project Work Plan, please describe the Fellow’s work plan or job description for the five-month period, using additional pages if necessary. Develop a thorough job description listing tasks and activities/responsibilities of the Fellow. If applicable, list activities related to the Fellow’s project that your organization will complete prior to the Fellow’s arrival.

(Fellows start on March 7, 2018, attend a mid-placement training tentatively scheduled for May 25, 2018, and complete their policy placement on July 26, 2018)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Goal** | **Responsibilities and Tasks** | **Deliverable** | **Planned period of work** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Please list the desired skills and qualifications of a Fellow working with your organization on this project.
2. Please describe the plans for providing supervision—including support, oversight, resources, knowledge, and access— the Fellow will need to achieve the specific objectives in the work plan. Please include a brief bio of the person who will have primary responsibility for supervising the Fellow.
3. Please describe your approach to mentoring, and how you plan to support the leadership development of the Fellow through your mentorship.
4. Describe your onboarding process and what steps you will take to orientate the Fellow to your organizational culture and norms.
5. How would you describe your office culture? (e.g. dress code, hours, etc.)
6. Please describe how a Fellow working with your agency would be involved in the wider anti-hunger/anti-poverty policy community in D.C. (For example, would the Fellow be involved in a joint project with other organizations? Would the Fellow be included in coalition meetings attended by your agency?)
7. How will your organization ensure the sustainability of the project completed by the Fellow?
8. Occasionally, work plans must be adapted due to the nature of the fast-paced policy process. Please discuss factors (if any) that may impact your work plan and how the plan might be adapted. (Please note that any substantial changes in work plans must be approved by CHC staff.)
9. What resources and materials exist to support your proposed project? Are there other staff members or departments who will be involved? If not already addressed, please identify other organizations that will be collaborating in this effort.
10. Please provide any additional information that you would like the Emerson Program staff and Fellows to consider when reviewing this work plan.

## Next Steps

Please submit your application via email to Jon Wogman at [jwogman@hungercenter.org](mailto:jwogman@hungercenter.org) by **Thursday, November 16, 2017.** If you have questions about the application process or would like to discuss your proposed work plan before submitting it, please feel free to contact Jon via email or phone at 202-547-7022, x.29.

Emerson Fellows review all work plans in November and select the 6-7 work plans that best meet their interests and learning goals. Potential supervisors then conduct telephone interviews with the Fellows interested in their application in December. When the interviews are complete, Fellows rank the sites, potential supervisors rank the Fellows, and CHC staff uses that input to make the best matches possible. The Fellows select their top interview choices based on their goals and interests, and the quality of the proposed work plans and projects.