The deadline for this application is **Friday, November 22, 2019.**

# Bill Emerson National Hunger Fellows Program

## Policy Site Work Plan Application

## 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 4, 2020 and complete their policy placement on July 30, 2020)

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| **Project Goal** | **Responsibilities and Tasks** | **Deliverable**  | **Planned period of work** |
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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. The Emerson Program expects the fellow’s direct supervisor to help guide the Fellow’s progress in developing a strong set of professional skills. What will your organization and the direct supervisor do to promote the Fellow’s professional development?
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 online](https://app.smartsheet.com/b/form/84bc85d499e746f49deac4475cb0a3fe) by **Friday, November 22, 2019.** 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.