# Bill Emerson National Hunger Fellows Program

Please answer the following questions about the project/s you propose for the Fellow(s). Successful project proposals typically include detailed project descriptions that outline how the project will meet the needs of communities, build the capacity of the organization and further your mission, allow Fellows to use and grow their professional skills, and have an impact on hunger and poverty issues.

**Name of Organization:**

1. Please describe your organization’s mission, the range of programs/services you provide and the primary population(s) with whom you work.
2. Please describe the proposed project that you would like a Fellow to complete. (If your organization is requesting two Fellows, please provide two distinct answers.) Please discuss the following:
3. What are the goals?
4. What are the desired outcomes?
5. How does the work of the Fellow(s) connect to the needs/assets of your community?
6. What skills will be most beneficial for working on this project?
7. What resources, materials, and/or funding exist to support your proposed project?
8. Please break the project down into the objectives, responsibilities and tasks, and deliverables a Fellow would complete to meet the goals of the project. If applicable, list activities related to the Fellow’s project that your organization will complete prior to the Fellow’s arrival. (Fellows start in early September, attend a mid-placement training scheduled for late October or early November, and complete their field site projects by the middle of February.) (If your organization is requesting two Fellows, please provide a chart for each Fellow.)

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

1. Please include a brief bio of the person who will have primary responsibility for supervising the Fellow. In addition to this, please describe the plans for providing supervision. Consider any support, oversight, resources, knowledge, and access— the Fellow will need to achieve the specific objectives in the work plan.
2. Please describe the supervisor’s approach to mentoring, and how they plan to support the leadership development of the Fellow placed at this field site.
3. Is your office accessible by public transportation? Most Fellows do not have use of a personal vehicle during the fellowship. Would use of a vehicle be required to successfully complete the proposed work plan? If so, please describe your plans for providing transportation to the Fellow(s) should s/he not have access to a personal vehicle.
4. Fellows will spend part of their summer searching for and securing housing in their field sites. Are there any resources or connections that you can potentially offer to Fellows?
5. Please provide any additional information that you would like the Emerson Program staff to consider when reviewing this application.

Please submit your project proposal using [the application webform](https://app.smartsheet.com/b/form/1b8a571efab9456ebf8a6604543ba1ad). If you have questions about the application process or would like to discuss your proposed project before submitting it, please feel free to contact Sakeenah Shabazz, Senior Emerson Program Associate, at sshabazz@hungercenter.org or phone at 202-547-7022, x.30.