2011 FELLOWSHIP APPLICATION: WHAT THE PROPOSAL SHOULD INCLUDE

Proposal Length: 2-3 Pages:

1. Date

2. Header: Name, School, Full Mailing Address, Contact Information, Major, Year in School, Graduate Year, GPA, Grant Amount Requested ($500 - $1000).

3. Summary: Title and climate project synopsis (2-5 sentences)

4. Purpose: Provide basic demographics about your campus. Include background information on status of environmental projects on campus. Why is your fellowship project a priority for your campus and/or community? How does your project support the national campus greening movement?

5. Short-term Results: Provide general information and 3-5 bulleted points explaining the specific and measurable results you expect from the project within the grant period.

6. Long-term Results: What specific and measurable environmental, social and economic benefits will the project provide for your campus and community? (2-3 bulleted points)

7. Participation and Support: What are the roles of faculty, staff, administrators, and other students in the project? Are there plans to ensure this project will become a lasting part of your campus procedures or infrastructure? Will you receive academic credit for this project? (one short paragraph)

8. Nomination Process: Were you nominated by a formal group or committee on campus to pursue this project? If yes, please list the group and main contact and briefly describe the nomination process. (2-3 sentences).

9. Education and Documentation: Explain your plans to strengthen campus and community awareness of your project issue, including K-12 schools. Include plans to ensure successful implementation of short and long-term results. (one to two short paragraphs)

10. Timeline: For each month of your project grant period outline your specific goals and objectives. Include estimated number of hours you plan on working on this project. (quarter page)

11. Evaluation: Provide information how you will assess your projects. (one paragraph)

12. Qualifications and Interests: Provide a brief personal biography, explain your qualifications for the fellowship and include photo of yourself. Include information about your familiarity with National Wildlife Federation (NWF), interest in working with NWF during and after your fellowship, as well as future professional and personal goals. (one paragraph)

13. Project Budget (half page) must include:
Please Note: It is the policy of National Wildlife Federation that all distributed grant funds must be allocated towards direct expenses. If awarded, this information will be provided to the Administrative Office to facilitate their oversight in distributing funds.

a) If you are requesting funds to cover project expenses, include line item(s) specifying anticipated expenses.

b) If you are requesting funds to convene other campuses, including line items(s) specifying anticipated expenses.
c) Line item(s), including narrative, specifying additional funding sources. Clarify if noted funds are "projects", "pending", "secured/committed" and/or "received."
d) Indicate the amount of financial support you are requesting from NWF ($500 - $1000).

14. Please confirm your availability to attend and participate in NWF's 75th Anniversary Annual Meeting in Washington, D.C. April 13 – 16, 2011.
All NWF Fellows will be required to participate in an historic convening of young leaders in conjunction with the 75th Anniversary of the National Wildlife Federation, in which they will have an opportunity to help shape the future of the Federation and their role in it as well as the opportunity to network with other Fellows and young leaders from all across the U.S. and spend some time focused on their fellowship projects.
Travel, hotel, and associated costs will be covered by NWF.
***Please note, that in applying for a Campus Ecology Fellowship you are agreeing to be a part of this meeting of young leaders/Fellowship networking meeting.**
Please insert a statement as follows into your application:

"I, _____, will be able to attend the NWF Annual Meeting, April 13 – 16th, 2011, if chosen as a 2011 NWF Campus Ecology Fellow."

Advisor, Grant Processor and Nomination Process:
All applicants must identify and work with an Advisor and Grant Processor for the duration of the grant period. Information follows on the role of these contacts and you may also visit the Fellows Handbook at www.nwf.org/campusecology for additional background.

Advisor: A member of the staff, faculty, or administration on your campus who is willing to serve in an advisory capacity for the duration of the grant period. The Advisor will be considered the second lead contact for the project. The advisor should be from the department on campus this is most closely related to your fellowship and can validate that the project is one that is supported by the department and/or campus that will implement and most closely benefit from the fellowship project.

Grant Processor: The main contact within the Administrative Office that will be responsible for overseeing the distribution of the grant funds.

Nomination Process: NWF often receives several applications in any given year from the same campus. Because we can only award one fellowship per campus per grant term, we strongly encourage a campus nomination process for Campus Ecology Fellows. A nomination process also helps ensure that the student selected will have broad support for implementing the project.

Please submit the following supporting documents with the fellowship application:
1. Secure electronic copies of two letters of recommendation (one page each):
a. One from the Advisor explaining the qualifications of the applicant, his or her role in advising the student, the nomination process (if any) for the students and the level of commitment by the wider campus to the climate action goals of the fellowship. The letter should also explain how the project will meet the needs and the priorities of the department or wider campus for climate action, the role the advisor will play in supporting and implementing the project, and any other information that will help NWF understand how the campus can support the fellowship
b. A second letter of recommendation from a student peer, professional, or academic contact.
**While underscoring the candidate's ability, letters of recommendation should provide specific

reference to the applicant's qualifications to carry out the fellowship. Please include full mailing address, phone number, and email for each contact on the letters.

2. Secure electronic copy of a short statement of support from the Grant Processor - the Grant Processor should read the “Request for Proposals” prior to providing the letter of support.

3. Gather any other supporting materials: articles, brochures, pictures, and diagrams (including site Dimensions, if applicable) should be submitted to facilitate an understanding of the fellowship initiative. Materials canbe submitted electronically or in hard-copy format. (Note: materials will not be returned)

SUBMIT FELLOWSHIP PROPOSAL AND LETTERS OF RECOMMENDATION TO CAMPUS@NWF.ORG. CALL 703-438-6265 WITH ANY QUESTIONS.