National Wildlife Federation®
CAMPUS ecology®

2013 NWF Campus Ecology Fellowships
Request for Proposal

Topic: Clean Energy Solutions Fellowships

Location: Colleges and Universities within the U.S. – preference will be given to applicants in Atlantic coast states, especially: New York, North Carolina, Virginia, Maine as well as Ohio, Michigan, Montana, Colorado, Pennsylvania, Washington & Oregon

Background:
Our addiction to fossil energy – with increasing impacts of climate change and environmental degradation from resource extraction and pollution – continues to be the largest threat to wildlife. It also threatens Americans by weakening our public health, hitting our checkbook through energy price fluctuations, and leaving our nation less secure. America currently generates only 4% of our energy from renewable sources. If we are serious about protecting future generations of wildlife and people from the dangers of climate change, this has to change – and soon.

NWF is deeply committed to confronting this challenge on multiple fronts by building a broad, influential movement to demand action from our federal and state leaders to advance responsibly-sited clean energy sources that simply must power our economy into the future.

Goal:
In an effort to end our addiction to dirty, carbon-polluting energy and help protect Americans and wildlife, NWF Clean Energy Solutions Fellows will work with NWF staff and state affiliates to promote wildlife-friendly renewable energy projects and the state and federal policies needed to secure a clean energy future for America. An emphasis will be placed on diverse communities, and Fellows will be encouraged to engage their broader community in their projects. Project focus areas may include:

- Coordinating campaign activities to demonstrate support for renewable energy projects or policies;
- Solar energy (photovoltaic, solar thermal – coordinating rooftop solar pilots and education displays);
- Geothermal (ground-source heat pumps, hot geothermal, or other);
- Transit or cleaner fleets (electric fleets or vehicle infrastructure, such as charging stations).

Key Responsibilities:
Fellows will document their clean energy projects and community outreach efforts, highlighting successes and lessons learned via videos and photography. Professional development and mentoring will be provided. Fellows will be required to develop an educational outreach plan to ensure the campus (students, faculty and staff) and broader community is engaged.

Fellowship Program Requirements:

- Participate in phone check-ins with NWF staff about project status and responsibilities
- Submit bi-monthly project updates throughout the Fellowship detailing the progress you have made and plans for the duration of your Fellowship via various mediums including written reports, video documentation, photographs, blog entries, etc.
- Post at least two entries on NWF's Campus Ecology Blog
- Secure at least two articles in campus and local press on your project, acknowledging NWF's Campus Ecology Program. Provide NWF with digital or printed copies of the articles
- Provide NWF with a minimum of eight high-resolution digital action images depicting you and your project. Include captions for each photo, names of people depicted and photo release information for each person depicted for us in NWF annual report and other media
- Serve as an ambassador for Campus Ecology's online, Student Environmental Leadership Initiative
- Participate in a fellowship training, either in-person or virtually, August 11 – 15, 2013. If training is held in-person, travel, hotel, and associated costs will be covered by NWF.

Perks and Privileges:

- Professional development training and networking
- Possibility of academic credit for successful completion of the project, as an independent study or integration of fellowship project into course curricula
- Free Campus Ecology resources

Eligibility: Undergraduate or graduate students from any college or university within the preferred areas listed above. Applications are invited from students in all disciplines and are not limited to environmental studies majors. Current and former employees of National Wildlife Federation and former NWF Campus Ecology Fellows are ineligible to apply. Former NWF interns are eligible to apply following one year from their final work date. The name on the application must be limited to **one individual** and the Fellowship reporting, training, or other requirements cannot be transferred to or shared with another student. Additional involvement should be noted in the proposal. The applicant must be enrolled in school through the duration of the 15 month grant period.

Grant Terms:
The Fellowship is for a term of 15 months. Fellows spend various amounts of time on their projects each week. The average amount of time spent is 10 hours weekly or 40 hours monthly. The fellowship project is a labor of love not a job. The time invested by each student is typically considerable, but it is also flexible to account for schoolwork and other commitments and the working style of each Fellow. Fellows will receive a stipend for their work. Any Fellowship-related expenses accrued during the Fellowship period should be covered by the stipend.

Fellows will receive a $2,000 stipend. Payments are dispersed in two installments: First installments of grant awards are made within two weeks of awarding the fellowship, upon receipt of the signed grant agreement. Upon receipt and approval of the final report the final grant payment will be released. Grant funds must be distributed to an Administrative Office on campus (e.g. Research, Grants and Contracts Office, Financial Aid Office, Campus Sustainability Office) to the attention of the appropriate administrator. Grant funds may be taxable; consult your tax advisor for U.S. Internal Revenue Service reporting requirements.

How to Apply:

1. Carefully review the RFP
2. Review the proposal template (included at the end of this document)
3. Submit the following items as Word or PDF attachments via email to Fellows@nwf.org
    - Fellowship Proposal, using the template provided
    - Letters of recommendation as outlined in the proposal template

    **Please include the following in the subject line of your email: Clean Energy Campus Fellowship Application

The deadline to submit applications is Sunday, March 31, 2013

Applications are reviewed by a committee to determine which meet the selection criteria and fall within NWF Campus Ecology Fellowship Program. All applicants will be notified of their status within one month of their application deadline.

Applications will be evaluated based on the following:

- Demonstrated interest in and experience working within or with diverse constituencies
- Engagement with students, faculty, community organizations, and businesses
- Plans for outreach to local and campus newspapers
- Interest in conservation of wildlife and habitat
- Strong communication skills of applicant to build diverse coalitions
- Initiative to overcome barriers and seek alternative avenues when necessary
- Proactive research and outreach to ensure project will successfully achieve the above
- Commitment to advancing environmental initiatives on academic, personal, and professional levels
- Desire to remain an active member in NWF after the conclusion of the Fellowship

NWF aspires to be an inclusive multi-cultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. Diversity creates an awareness of and acknowledges respect for differences. Diversity at NWF translates into understanding and valuing each other's perspectives

2013 CAMPUS 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

3. Summary: Title and 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 would your project support the goals of the Clean Energy Solutions campaign?

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 if applicable. 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 as to how you will assess your project. (one paragraph)

12. Qualifications and Interests: Provide a brief personal biography, explain your qualifications for the fellowship and include a 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.”

14. Please confirm your availability to participate in a fellowship training, either in-person or virtually, August 11 – 15, 2013. If training is held in-person, 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 training as a part of your fellowship requirements.**

Please insert the following statement into your application:

"I, _____, will be able to participate the fellowship training, August 11 - 15, 2013 if chosen as an NWF Campus Ecology Fellow."

Please indicate if you will be available to attend the training in person, virtually or either.

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 proposal via email to Fellows@nwf.org:

1. Secure electronic copies of two letters of recommendation:
    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 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 may be submitted electronically or in hard-copy format. (Note: materials will not be returned)

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

**Please include the following in the subject line of your email: Clean Energy Campus Fellowship Application

Voluntary Self Identification Form

National Wildlife Federation considers all applicants for positions based on individual merit and without regard to race, color, religion, sex, marital status, Veteran status, national origin, disability, sexual orientation or any other similarly protected status.

In an effort to comply with legal record keeping requirements we invite you to complete this applicant data survey. Your submission of the information is optional. The information provided in this section will not become part of your Applicant profile. Inclusion or exclusion or requested data will not influence the hiring decision.

Please choose the appropriate answer below. Note that if you have identified yourself as Hispanic or Latino/Latina, you may, but are not required to, select and additional category in Race.

Race/Ethnicity:

White – a person having origins in any of the original people of Europe, Middle East, or North Africa

Black or African American – A person having origins in any of the black racial groups of Africa

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture origin, regardless of race.

Asian or Pacific Islander – All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native – All persons having origins in any of the original people of North America, and who maintain cultural identification.

Gender:

Female

Genderneutral

Genderqueer

Male

Other

Date of birth: