



JUNIOR FELLOWSHIP JOINT APPLICATION GUIDELINES

Fellowships Beginning July 1, 2010

Stoneleigh Center guidelines for submitting a Joint Application are included in this packet. This Joint Application should be a coordinated effort between the organization and the applicant. Please complete all of the information and submit it as follows:

- A. Full proposals should be clearly presented, double-spaced, and in 12 point font. Include page numbers and the names of the applicant and partner organization in a footer on each page.
- B. Send full proposal package to:

Julia R. Dutton
Executive Director
Stoneleigh Center
123 S. Broad Street, Suite 1130
Philadelphia, PA 19109

Telephone: 215-735-7080

Your full proposal package must be received by **5:00 p.m. Friday, December 11, 2009.**

Note: PLEASE DO NOT FAX ANY PART OF THE PROPOSAL

INCLUDE ALL REQUIRED MATERIALS (See attached checklist)

INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED

Junior Fellowship Joint Application

SECTION I: Cover Letter

The letter from the partner organization should briefly explain the organization's purpose in seeking a Stoneleigh Center Junior Fellowship. A signature from the executive director of the organization is required.

SECTION II: Detailed Proposal (3 pages maximum)

In this section, please be very specific about your project. Include the following items in your description:

1. **Statement of Problem or Need:** *What is the issue to be addressed? Clearly describe the problem the Junior Fellow will focus on and why it is significant.*
 - a) *Provide information substantiating that the need exists, such as recent statistics, report results or study conclusions.*
2. **Project Description:** *Describe in detail the design and scope of the project.*
 - a) *How does it address the Statement of Problem or Need?*
 - b) *What are the intended project goals and deliverables?*
 - c) *What is the value to the partner organization and what impact will it have on the organization's activities (e.g. seeding further research, improving service delivery, developing best practices.)?*
 - d) *How will the Junior Fellow benefit from this work?*
3. **Fit Between Project and Applicant:** *Why is this potential fellow the best person to do this work?*
 - a) *Describe why the organization selected this applicant for the proposed project.*
 - b) *Describe why the applicant selected this organization.*
4. **Project Supervision:**
 - a) *Please give the name, title and contact information for the person who will supervise this project. (This person may be different from the contact person for the application process.)*

Organization Name:

Applicant Name:

Junior Fellowship Joint Application

SECTION III: Applicant Information

PERSONAL INFORMATION

Applicant Name: _____

(Last)

(First)

(Middle)

Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Telephone: _____ Email: _____

EDUCATIONAL INFORMATION

ADVANCED DEGREE (if applicable)

School: _____

Concentration: _____

Degree Awarded/Expected: _____ Year: _____

UNDERGRADUATE DEGREE

School: _____

Major/Minor: _____

Degree Awarded/Expected: _____ Year: _____

RELEVANT EMPLOYMENT

1. Employer: _____

Position Title: _____

Organization Name:

Applicant Name:

Junior Fellowship Joint Application

Primary Responsibilities: _____

Dates: _____

2. Employer: _____

Position Title: _____

Primary Responsibilities: _____

Dates: _____

OTHER QUALIFICATIONS (fellowships, awards, scholarships, volunteer experience, etc.)

1. Description: _____

Dates: _____

2. Description: _____

Dates: _____

REFERENCES (One Academic and One Work-Related. References may be contacted by Stoneleigh Center staff.)

1. Name: _____

Relationship to Applicant: _____

Telephone Number: _____ Email: _____

2. Name: _____

Relationship to Applicant: _____

Organization Name:

Applicant Name:

Junior Fellowship Joint Application

Telephone Number: _____ Email: _____

SECTION IV: Budget

Please submit a preliminary budget using the Budget Worksheet attached to the application.

SECTION V: Additional Attachments

Include the following documents as attachments to the proposal. Please make sure that the name of the applicant and participating organization are on each attachment.

1. Resume of applicant
2. Letters of Recommendation (2) for applicant. Please have the references comment on applicant’s qualifications for the fellowship. Specifically, what personal, academic and professional experience, talents, and achievements make the applicant well positioned to undertake this project.
3. Applicant’s Academic Transcript from most recently attended academic institution
4. Personal Statement (500 words maximum, written by the applicant). Please tell us why you selected this project and what qualities and experience you bring to the Junior Fellowship.

I hereby acknowledge that all the information presented here is true and correct.

Applicant’s Signature

Date

Project Supervisor’s Signature

Date

Executive Director’s Signature

Date

Organization Name: 5

Applicant Name:

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BUDGET WORKSHEET
July 1, 2010 - June 30, 2011

Organization Name: _____

Applicant Name: _____

	Stoneleigh Support	Other Funding (if applicable)
Salary	\$	\$
Benefits	\$	\$
Payroll Taxes	\$	\$
Professional Development	\$	\$
Other	\$	\$
Sub-total	\$	\$
Administrative Support @ 12%	\$	\$
TOTAL	\$	\$

1. Please note that Stoneleigh will provide support for salary, benefits and taxes which together should be in the range of \$50,000 - \$55,000.
2. Stoneleigh will also provide up to \$2,000 for professional development opportunities for the Junior Fellow, such as attendance at a conference or training. Disbursement of this funding is subject to approval by a foundation program officer.
3. Stoneleigh will provide administrative overhead to the organization equal to 12% of supported costs.
4. Stoneleigh expects that the partner organization will pay for any additional costs, if applicable. Please specify these costs in the "Other Funding" column.
5. Please note that Stoneleigh will not pay for office infrastructure costs such as computers, telephones, printers or furniture.

Organization Name:

Applicant Name:

Junior Fellowship Joint Application

Junior Fellowship Proposal Checklist

- Application is presented in double-spaced, 12 point font. Pages are numbered and applicant/organization name appears on each page.
- Section I: Cover Letter
- Section II: Detailed Proposal
 - Maximum 3 pages
- Section III: Applicant Information
- Section IV: Budget
 - Use Budget Worksheet
 - Provide budget narrative explaining any additional costs in “Other” category
- Section V: Additional Attachments
 - Resume
 - Letters of Recommendation (2)
 - Academic Transcript
 - Personal Statement
- **Package received by 5:00 p.m. December 11, 2009**

Organization Name:

Applicant Name: