

ROTARY CLUB of FLORENCE: PROFESSIONAL DEVELOPMENT FELLOWSHIP GRANT

2018 Application Guidelines for professionals in the Siuslaw area (Dunes City, Glenada, Florence, Mapleton, Swisshome, Deadwood)

Application Deadline: Friday, March 16, 2018.

Mission Statement

Florence Rotary Fellowship for Professional Development Grant is given to enrich the personal and professional growth of professionals recognizing and supporting them as they identify and pursue opportunities that will have the greatest continuing impact on their practice and on the performance of their organization in the Florence community.

Eligibility

Basic eligibility requirements include the following:

- Staff member (32hrs/wk minimum, volunteer or compensated) of an organization in the Florence or Mapleton area
- Minimum of one year in a professional staff position
- Must have the intention of remaining with their sponsoring organization for at least a year
- Recipients will not have received a Fellowship grant within the last five years.

Cover Sheet

In order to complete the cover sheet you will need the contact information for yourself, your organization, and your supervisor's (or Board Chair's) email address.

Please provide a 1-2 sentence (no more than 150 characters) project description prepared before you begin. This description should capture the essence of your project.

In addition state your title and responsibilities in your current organization; length of time with the organization; hours assigned per week; a contact phone number; an email address.

This document must be signed by both you and your organization sponsor, and **received** by Friday March 16, 2018. Email Meg Spencer your completed application at meg@siuslawlibrary.org (preferred delivery method) no later than 6 p.m. or mail your application to Meg Spencer, Florence Rotary Club, P.O. Box 294, Florence, OR 97439. NO PROPOSALS RECEIVED AFTER 6 PM ON MARCH 16 WILL BE CONSIDERED.

Your sponsor's signature is to verify the information you have included on your coversheet.

Proposal

Using no more than two pages, please state your proposal.

Describe the Florence/Mapleton residents the organization serves.

What specific skills/knowledge do you propose to improve?

How would a Fellowship Grant improve your skills and the service of your organization for these persons?

What specific programs or experiences have you identified to help you achieve your goal?
When do you plan to use these resources?

Budget

How much will your proposal cost? (The grant is for a maximum of \$2,000. It may be used with other sources to achieve Fellowship Grant objectives.) Estimate the amounts of the grant to be used for:

Transportation

Lodging

Food (\$75/day)

Registration fees

Materials and supplies

Equipment if needed

Other

Application Review and Notification

Florence Rotary Fellowship will convene a Selection Committee appropriate for applications received. A blind review of the application is conducted by the Selection Committee (proposals are separated from the applicant cover sheet). Merit of the application, as determined by the Selection Committee, will be the sole criterion. The Selection Committee scoring is confidential and feedback will not be provided.

All applicants will be notified, by mail or email, of the results of the selection committee by March 31, 2018

Following a mandatory orientation, checks will be issued to fellows for invoiced expenses up to 90 percent of the grant value. A check for the remaining 10 percent is issued after the recipient has submitted post-fellowship reports to Florence Rotary Fellowship program.

Submit your application to Meg Spencer, Florence Rotary Club, P.O. Box 294, Florence, OR 97439 or by email to meg@siuslawlibrary.org. Applications must be *received* by Friday, March 16, 2018.

Post Fellowship Reporting Guidelines

Rotary Fellowship report is due the date in 2018 agreed to by the Fellowship Committee and applicant.

Florence Rotary Professional Development Fellows are required to provide the following post fellowship reports:

1. Expenses
2. 2-Page Fellowship Summary
3. Brief live presentation to the Rotary Club of Florence at a weekly club meeting

Complete these reports to receive the remaining 10% grant balance.

Expense Report Guidelines

The grant is for \$2,000. Florence Rotary will advance \$1,800 for expenses on signing of this agreement; the remaining \$200 upon submission of the final report, for the total \$2,000.

Please prepare your expense report according to the guidelines below.

1. All funds must be expended and all expenses must be reported. Expenses must be presented in chronological order.
2. Receipts for items or services purchased are required and must be reported. Obtaining receipts in foreign countries or for merchants such as cab drivers and street vendors can be difficult and we recommend you design a receipt for these instances. Include the vendor's name, date of purchase, item purchased and cost.
3. Florence Rotary will accept copies of your original receipts. Multiple receipts can be copied onto one page. If original receipts are used, tape your receipts to an 8 ½ x 11 piece of paper. Each receipt must be labeled with the number that corresponds to the receipt's row number on the expense report.
4. All expense reports must be completed in US dollars. The conversion rate must be included on your expense report in the field provided. Each receipt must also be converted. As exchange rates fluctuate, choose an average rate to use for your reports.
5. Rotary will accept the expense of gasoline for car rentals. Mileage on personal vehicles will be reimbursed at the currently approved IRS rate (which reflects gasoline, depreciation, etc.)
6. Expense reports should reflect ONLY the expenditures of the grant recipient and not his/her travel companions.
7. Retain a copy of your expense report / receipts for your personal records. Florence Rotary Club will not return any post fellowship reports.
8. After the receipt and approval of your final expenses and reports a check for the \$200 balance will be mailed to your home address. If this address has changed, please alert us immediately.

Post-Fellowship Summary Guidelines

A. Content

The purpose of the two page summary is to detail your fellowship in terms of what you learned and how you plan to incorporate that knowledge into your agency and the nonprofit community. Please address the following sections. The questions are given to help you think about your fellowship's impact. The questions are not meant to restrict your responses. We would like to know what you have already accomplished, as well as what you plan to accomplish, as you integrate your fellowship learning into your agency.

I. Section One: Project Summary

In narrative form, describe your fellowship. Tell the reader where you went and why. What inspired you to propose your fellowship? What inspired you while you were on your fellowship? It may be helpful to return to the "Key Questions" addressed within your FRFFT proposal. Make sure to address specific points of interest.

II. Section Two: Professional and Personal Growth

How were you personally challenged on this fellowship? Did you overcome any fears or obstacles? How was your passion for learning affected? How have you grown as a person? Professionally, did you learn new skills to teach? How have your instructional strategies changed? Have you been able to bring more authentic experiences and work to the classroom?

III. Section Three: Benefits to your agency and the nonprofit Community

How has your fellowship influenced your agency and the nonprofit community?

IV: Section Four: Works in Progress

How has your fellowship spurred you to action? Are you presenting your experience to peers during an in-service? Are there any events at your agency based on your fellowship?

B. Formatting

The following must be included in your summary:

- Project Title (Your title should motivate or intrigue the reader.)
- Your Name, City and year of fellowship
- PHOTOS (a maximum of 8)

Submission Deadline

Rotary Fellowship report is due the date in 2018 agreed to by the Fellowship Committee and applicant. Submit your reports to: by email to Meg Spencer meg@siuslawlibrary.org or by mail to Meg Spencer, Florence Rotary Club, P.O. Box 294, Florence, OR 97439.

I have read and agree to abide by these guidelines:

Signed _____ Date _____

Accepted for Florence Rotary by _____