2016 CARLSON CIVIC FELLOWSHIP

Request for Proposals

The Carlson Leadership & Public Service Center develops service-learning, community-based participatory research, and service opportunities for University of Washington (UW) students that sustain reciprocal partnerships, deepen learning, advance civic leadership, and contribute to our greater community.

The Carlson Civic Fellowship

The Carlson Civic Fellowship is an intensive, two-quarter leadership development opportunity offered to three UW students each year. The Carlson Center partners with community-based organizations to engage the students selected as fellows in project-based work that both addresses programmatic needs identified by the organizations and the communities they serve, and fosters the fellows’ growth as emerging community leaders.

Fellows participate in approximately ten hours of service per week with their host organization from January to June 2016.

Fellows also take part in a community-based leadership course at UW, as well as ongoing mentorship with their Project Mentor and structured reflection and coaching with peers and Carlson Center staff. These activities are designed to deepen the fellows’ skills, expertise, and leadership capacities; expand their understanding of important community-based work; and cultivate an enduring commitment to social responsibility.

Fellows receive a $2500 stipend to make their investment in this personal and professional development opportunity throughout the year more feasible.

Call for Proposals

Throughout August 2015, the Carlson Center invites community-based and non-profit organizations in the greater Seattle area to propose a project for a member of the 2016 Carlson Civic Fellows cohort!

A core component of the Fellowship is helping to address community-defined needs and interests. In this way, the Carlson Center also endeavors to deepen its relationships with organizations engaged in critical community work. Organizations may submit proposals for hosting a 2016 Carlson Civic Fellow using the information below.
To be considered, **organizations’ applications should strongly articulate:**

- A clear, community-defined need that the student will help address through a structured project.
- A plan for helping the student learn about the context surrounding the work they are doing, and how their efforts fit into the organization’s larger mission, programming, and broader communal landscape.
- Specific ways the student will be empowered to practice leadership in their service.
- A clear structure and plan for supervision, support, and mentorship of the student.

### Expectations for Community Organizations and Project Mentors

A significant aspect of the Carlson Civic Fellowship is the opportunity to work closely with a “project mentor” at the organization, to both ensure that the fellows’ work is unfolding as desired, and to facilitate their professional development and personal growth. Our goal is to prepare both the fellows and project mentors for success, by planning for an environment where mentorship can meaningfully happen.

To facilitate meaningful experiences for students and partner organizations, we ask that potential project mentors be willing to commit to the following:

- Enter into intentional partnership with Carlson Center staff to structure and support the Fellowship program.
- Be an active part of the cohort interview and selection process.
- Help integrate the fellow into the overall organizational mission and culture.
- Provide ~10 hours of work per week on proposed project during the Fellowship.
- Offer regular (weekly), ongoing support and guidance to the fellow – in terms of project progress and personal/professional development.
- Coordinate with Carlson Center staff for a mid-year site visit check-in, including the Project Mentor, Carlson Center staff and the fellow.
- Give timely feedback about the Fellowship program as requested by the Carlson Center.

### Community Partner Eligibility

The Carlson Center is excited to accept applications from non-profit, community-based, and governmental organizations in the greater Seattle area. Organizations may not submit more than one proposal for consideration – and those that have hosted in the past three academic years are ineligible to apply. A list of previous Carlson Civic Fellowship host sites can be found at: [http://www.washington.edu/carlson/carson-civic-fellowship-eligibility/](http://www.washington.edu/carlson/carson-civic-fellowship-eligibility/).
Application and Criteria for Proposals

Applications will be reviewed based on these criteria:

- Articulation of how a Carlson Civic Fellow would tangibly help address a community-defined need
- Meaningful opportunities for the fellow to develop their professional and leadership abilities
- Organization's demonstrated commitment to anti-oppression perspectives, policies, and practices, and its strategy for cultivating the Fellow's understanding of them
- Organization's demonstrated experience and success working with undergraduate students
- The designated project mentor's demonstrated experience and success in supervision/mentorship
- Articulation of how a fellow would help the organization deepen both its relationship with the UW and work with other undergraduate students
- Quality of the overall proposal

A detailed version of the scoring rubric that will be used by the selection committee can be found on the Carlson Center's website.

Host Site Selection Timeline

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<tr>
<th>August 2015</th>
<th>Late November / Early December 2015</th>
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<td>Request for Proposals are distributed to community partner organizations.</td>
<td>Fellows visit host organizations, engage in orientations, and set working schedules for the upcoming quarter.</td>
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<th>Wednesday, September 9</th>
<th>Week of January 4</th>
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<td>Community partner are applications due by 5:00 PM.</td>
<td>Fellows begin working with host organizations.</td>
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<th>Monday, September 28</th>
<th>March 2016</th>
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<td>Community partners are notified about application status by 5:00 PM.</td>
<td>Mid-fellowship check-in with each fellow, their project mentor, and a Carlson Center staff member.</td>
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<th>Friday, November 6, 5:00 – 8:00 PM</th>
<th>Wednesday, May 11</th>
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<td>Interviews of final Fellowship candidates, with representatives of host sites. It is mandatory that at least one representation of your organization can participate in this entire interview process (preferably the person who will supervise/mentor the fellow). Please hold this date in your calendar!</td>
<td>Fellows present about their work with host organization at the UW's Spring Celebration of Service &amp; Leadership. Project mentors are invited to attend!</td>
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<th>Week of June 8</th>
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<td>Final week of Carlson Civic Fellowship and service.</td>
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Questions?

Your questions regarding this Request for Proposals and the application are welcome! Please contact:

Talya Gillman
Coordinator of Community Partnerships
Carlson Leadership & Public Service Center
206-616-2885 / engage@uw.edu

The application to host a 2016 Carlson Civic Fellow can be obtained on the Carlson Center's website: http://www.washington.edu/carlson/host-a-carlson-civic-fellow/.