



# **Application Form**

## **2014 Chicago Fellows Program**

**APPLICATION DEADLINE:  
October 28, 2013**

### **Selection Time Line**

<b>September 1, 2013</b>	<b>Application Released</b>
<b>October 28, 2013</b>	<b>Application Deadline</b>
<b>November 13, 2013</b>	<b>2014 Chicago Fellows Notified</b>
<b>December 6, 2013</b>	<b>2014 Chicago Fellows introduced to AFP Chicago Chapter at Annual Meeting/Member Recognition Luncheon</b>

### **Association of Fundraising Professionals Chicago Chapter**

1717 N. Naper Blvd., Suite 102  
Naperville, IL 60563  
630/416-1166  
630/416-9798 Fax  
[www.afpchicago.org](http://www.afpchicago.org)



## **2014 Chicago Fellows Program Program Description and Call for Nominees**

The Chicago Chapter of the Association of Fundraising Professionals (AFP) is delighted to announce a call for nominees for the **2014 AFP Chicago Fellows Program**. **Applications for this program are due at the AFP Chicago Chapter office on Monday, October 28, 2013.**

### **Purpose**

AFP Chicago's objective is to offer our educational resources and the collective professional expertise of our membership – in accessible and user-friendly formats – to assist individuals in building communities through philanthropy as well as building professional fundraising skills.

The **Fellows Program** is an outreach initiative of the AFP Chicago Chapter created to build awareness of these resources, particularly to those individuals who have been in the profession for three years or less and might otherwise not have the opportunity or resources to take advantage of its services.

This program is offered to any individuals working with or for nonprofit organizations in metropolitan Chicago, with an emphatic interest in people of color and/or Gay/Lesbian/Bisexual/Transgender/Questioning (GLBTQ). Individuals from grassroots organizations are strongly encouraged to apply.

### **Benefits and Expectations of Participation**

Regular attendance is expected in this one-year program that will provide the following benefits to the selected Fellows:

- Complimentary 2014 AFP International and AFP Chicago Chapter memberships;
- Complimentary registration to AFP Chicago educational luncheon programs on a variety of philanthropic topics;
- Complimentary registration fee to the Midwest Conference on Philanthropy, held in Chicago; and
- Senior development professional assigned as a mentor upon graduation from the program.

### **Eligibility Criteria**

- Be responsible for fundraising in a metropolitan Chicago area 501 (c)(3) organization;
- Have the full support of their supervisor and their organization's leadership to participate in this educational program;
- Be committed to attending the programs and events comprising the Fellows curriculum;
- Either not currently be a member of AFP or currently be a member for not more than two years, and continue paid membership in AFP for at least one year after the conclusion of the Fellows Program;
- Note that AFP Chicago will select the best candidates with the most need for Fellows Program resources;
- Preferred but not required – Identify themselves as an ethnic minority/GLBTQ/Disabled and/or work for an organization that represents that community.

To apply, candidates should submit the attached application form by **Monday, October 28, 2013**.

Please note that if you are selected as an AFP Chicago Fellow, you or your organization will be required to provide a \$100 non-refundable annual enrollment fee. You/your organization will also agree to pay your 2015 membership fee upon completion of the 2014 program.

Applications will be reviewed by a selection committee and applicants may be asked to participate in a phone interview prior to selection. Candidates chosen to be Fellows will be notified in writing by November 13, 2013, and introduced to the membership December 6, 2013. Fellows selected for the 2014 program will need to be available to attend the December 6 Annual Meeting and Luncheon.

The Fellows Program will begin in January 2014. A detailed calendar will be provided and regular attendance is expected.

### **Information About the Chicago Fellows Program**

If you have any questions about the Chicago Fellows Program or you or your organization's eligibility, please contact Pamela V. Williams, CAE, AFP Chicago's Executive Director at 630/599-7123, or [pwilliams@afpchicago.org](mailto:pwilliams@afpchicago.org).



**2014 Chicago Fellows Application Form**  
**Completed applications and statements of support must be**  
**returned no later than *October 28, 2013.***  
**The program will begin in January 2014.**

To apply please complete Sections I, II and III below, and attach the following:

- A current job description;
- A current resume;
- A signed statement of support from your supervisor endorsing your participation (see attached template in Section III of this form);

Please note that it is the applicant's responsibility to ensure that:

1. the application is completed and submitted by the October 28, 2013 application deadline;
2. you and/or your organization agree to pay a non-refundable \$100 enrollment fee if selected; and
3. you and/or your organization agree to pay your 2015 membership fee upon completion of the 2014 program.

The completed application should be submitted to:

AFP Chicago Chapter  
Attn: *Chicago Fellows Program*  
1717 N. Naper Blvd., Suite 102  
Naperville, IL 60563  
Phone: 630-599-7123; Fax: 630-995-7800  
E-mail: [pwilliams@afpchicago.org](mailto:pwilliams@afpchicago.org)



## **Section I. Applicant Information**

Applicant's name:

Title:

Organization:

Address:

City:

State:

Zip:

Work Phone:

Fax:

E-mail:

Home Phone:

Please note your organization's Federal Identification Number: \_\_\_\_\_

The group with which I identify myself is:

☐ African-American

☐ Alaskan Native

☐ Asian /Pacific Islander

☐ Disabled

☐ GLBTQ

☐ Latino

☐ Native American

☐ Other: \_\_\_\_\_

The community my organization primarily serves is:

☐ African-American

☐ Alaskan Native

☐ Asian /Pacific Islander

☐ Disabled

☐ GLBTQ

☐ Latino

☐ Native American

☐ Other: \_\_\_\_\_

How long have you been with your current organization?

How long have you been in the fundraising profession?

Please provide a brief statement about the nature of your fundraising responsibilities including tasks you routinely perform and the amount of time you spend on development activities: *(Additional pages, up to two, may be added.)*

Please briefly state your professional career goals and aspirations and how you expect participation in the Fellows Program will contribute to your professional development.

Please discuss how this program will enhance your professional and personal skills and elaborate on what impact this will have on your organization and your community *(additional pages, up to two, may be added.)*

## **Section II. Organizational Information**

Your organization's mission statement:

Year organization was founded:

Your organization's 2013 Operating Budget:

Your organization raised \$\_\_\_\_\_ in 2012(audited/unaudited).

How much of this is government contracts? \_\_\_\_\_

**Section III. Statement of Support from Organization's Leadership**  
**(must be the organization's Executive Director, President, or Board Chair)**

I fully endorse the application of \_\_\_\_\_ (applicant's name) to participate in the AFP Chicago Fellows Program in 2014, understanding that this is a fundraising education program designed to enhance my organization's capacity in this area.

I understand that the above-named will need to be available to attend monthly programs or meetings in order to participate in events as described in the "Benefits of Participation" section of this application.

Finally, I understand that a non-refundable \$100 annual enrollment fee will be required in the event that the candidate is selected as an AFP Chicago Fellow and I agree to pay the 2015 membership fee in order to extend the benefits of membership beyond completion of this program.

Signed:	Date:
Name (please print:	
Title:	Organization: