



FELLOWSHIP APPLICATION: WHAT THE PROPOSAL SHOULD INCLUDE

Proposal Length: 3-5 Pages:

1. Date
2. Header: Name, School, Full Mailing Address, Contact Information, Major, Year in School, Graduate Year, GPA, Grant Amount Requested.
3. Summary: Title and climate 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 does your project support the national campus greening movement?
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 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. (two to three sentences).
9. Education and Documentation: Explain your plans to strengthen campus and community awareness of your project issue, including K-12 schools. Include plans to ensure successful implementation of short and long-term results. (one to two 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 how you will assess your projects. (one paragraph)
12. Qualifications and Interests: Provide a brief personal biography, explain your qualifications for the fellowship and include 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.”
- d) Indicate the amount of financial support you are requesting from NWF (no more than \$2000 for undergraduate fellows and \$5000 for graduate student fellows).

14. Please confirm your availability to attend and participate in a fellowship meeting, which will include training at NWF’s headquarters in Reston, Virginia, in the first two weeks of March 2009. Specific dates have not been confirmed, but will be a two to three day period. Travel, hotel, and associated costs will be covered by NWF, as a perk exclusive to the 2009 class of NWF Campus Ecology Fellows. Insert a statement as follows into your application:

“I, _____, will be able to attend the NWF Fellow Meeting, within the first two weeks of March, if chosen as a 2009 NWF Campus Ecology Fellow.”

Advisor, Verifier, Grant Processor and Nomination Process:

All applicants must identify and work with an Advisor, Verifier and Grant Processor for the duration of the grant period. Information follows on the role of these contacts and you may visit the Fellows Handbook at www.nwf.org/campusecology for additional background. Note: The same individual may NOT serve as the Advisor and Verifier. NWF also encourages a nomination process as described below.

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 and is encouraged to participate in the fellowship training at NWF’s headquarters the week of March 3, 2008 (up to \$500 in additional funds may be requested to offset the cost of travel for an advisor). If the Advisor is unable to attend the fellowship training in March, the Verifier may participate in their place.

Verifier: A staff member in charge of the department that is most closely related to your fellowship, who 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. For example, the Business Officer for a project pertaining to financial incentives for climate action, the Director of Procurement for purchasing climate friendly appliances or paper, or the Vice President of Administration, Facilities or Construction and Planning for energy efficiency initiatives for existing or new buildings, etc. Your advisor or verifier is encouraged to participate in some or all of the fellowship training.

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 with the fellowship application:

1. Secure electronic copies of two to three letters of recommendation (one page each):
 - 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 climate action goals of the fellowship,
 - b. One from the Verifier explaining how the project will meet the needs and the priorities of the department or wider campus for climate action, the role the verifier will play in supporting and implementing the project, and any other information that will help NWF understand how the campus can support the fellowship,
 - c. An optional third from student peer, professional, or academic contacts.

****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 and 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) should be submitted to facilitate an understanding of the fellowship initiative. Materials can be submitted electronically or in hard-copy format. (Note: materials will not be returned)

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