



**Women's Policy Institute  
2019/2020 Fellowship  
Application Form**

**Deadline: August 16, 2019**

**Info Session: 8:30 am on August 1, 2019**

The Women's Policy Institute (WPI) is designed to increase the number of women leaders in our state who are actively involved in crafting public policies on behalf of women and girls. The Women's Policy Institute is open to women in all sectors. Alumnae include retired professionals, recent college graduates, urban planners, small business owners, nonprofit leaders, legislators, and even a talk show host. If you are passionate about systems change through policy and would welcome the opportunity to gain new skills, then the Women's Fund of Rhode Island encourages you to apply for our next class.

To be considered, please complete the application below and return it to:

Women's Fund of Rhode Island  
245 Waterman Street, Suite 503  
Providence, Rhode Island 02906  
or via email to [knevins@wfri.org](mailto:knevins@wfri.org)

If you are interested in learning more about the Women's Policy Institute before you apply, please attend an informational session on **August 1 from 8:30am to 9:30am** in our 5<sup>th</sup> floor conference room.

Fellows will be selected through a competitive application process. The selection committee will review all applications and invite applicants for in-person interviews. Up to twelve finalists will be invited to join the next Women's Policy Institute.

Applicants selected for interviews will be notified by August 16, 2019. WPI will begin at the end of September. Institute members must be available to attend full day sessions on the following days: **September 20, October 11, November 8, December 6 (2019), February 7, March 6 and June 19 (2020)**. Participants also commit to participate on project conference calls and meetings throughout the legislative session (January-June 2020).

**Please include the following as your application materials:**

1. Applicant Cover Sheet
2. Applicant Qualification Form
3. Applicant Responses to Formal Questions—limit each response to 100 words
4. Attach your resume and a copy of your organization's organizational chart (if applicable)
5. Employer Confidential Reference & Qualification Form, initialed by supervisor

**Section I: Applicant Cover Sheet**

Name: \_\_\_\_\_

Employer Organization/Academic Institution: \_\_\_\_\_

Title: \_\_\_\_\_

Work Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Email address (if different from above): \_\_\_\_\_

Indicate address where you prefer to receive mail: \_\_\_\_\_ Home \_\_\_\_\_ Work

Email: \_\_\_\_\_ Home \_\_\_\_\_ Work

Legislative Districts: (please click on "Find Your Elected Officials" at this link <https://vote.sos.ri.gov/> if you do not know)

Senate District: \_\_\_\_\_

House District: \_\_\_\_\_

Work/school Address General Assembly members:

State Senator: \_\_\_\_\_ State Representative: \_\_\_\_\_

Home Address General Assembly members:

State Senator: \_\_\_\_\_ State Representative: \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Section II: Applicant Qualification Form**

In which of the following areas do you have the deepest content knowledge?

- Aging Justice
- Women’s Health
- Reproductive Health & Justice
- Economic Justice
- Domestic Violence
- Education & Training

Please initial next to each qualification:

I am committed to and will make myself available to attend all sessions for the full time of each session. These dates include: **September 20, October 11, November 8, December 6 (2019), February 7, March 6 and June 19 (2020)**

I understand that working on a policy project may require me to work an average of two hours of my work week and, some weeks, before legislative hearings and during sessions, I may spend several days in a given week working on my policy project. I am able to control my work time to the extent that I will be able to meet this requirement.

I have the full support of my employer, including board of directors if necessary, to participate in the Women’s Policy Institute and to spend staff time to work on a policy project. I also have permission to work on a policy project that may or may not be a priority for my organization, and I will participate actively in the project in order to learn the policy process. I understand that I will have to do my part to work together as a team despite differences in personalities and styles.

I understand that if my team’s policy project becomes a longer process, I will be expected to continue participating actively in the project and with my teammates beyond the final Institute session.

I understand that I will be required to bring what I have learned at the WPI back to my organization so that, as an institution, it is better able to engage actively in policy advocacy.

I understand that I will be required to engage after the year of training in a network of WPI fellows and alums to continue advancing public policy agendas that benefit Rhode Island’s women and girls.

I have a personal or work/school –related e-mail account that I can check daily.

**Applicant Name:** \_\_\_\_\_

**Section III: Applicant Responses to Formal Questions**

**Please keep each response to 100 words or less.**

1. Please describe your experience and special interest in public policies that impact women and girls.
  
2. Describe an experience you have had—either personally, as part of your educational background, or with your organization—advocating for an issue on behalf of your community.
  
3. What experiences have you had—either personally or with your organization—advocating with local, state or federal policymakers?
  
4. What resources, skills and unique experiences are you and your organization able to share with other Women’s Policy fellows?
  
5. Describe an experience you have had working as a part of a team to accomplish a project or goal.
  
6. What are you interested in learning if you are accepted into the Women’s Policy Institute?
  
7. How do you intend to incorporate policy advocacy into your work as you move forward in your career?
  
8. How will your organization/employer incorporate what you have learned so that it is better able to engage actively in policy advocacy and lobbying as an institution?

**Applicant Name:** \_\_\_\_\_

**Section V: Employer Confidential Reference and Qualification Form**

Have your supervisor (the executive director if you are a senior staff member, the board president if you are an executive director, an academic advisor if you are a student) initial the qualifications on the Employer Confidential Reference and Qualification Form and complete a letter of reference. If you are self-employed or not in the workforce, please have a professional reference submitted to Women’s Fund of Rhode Island. This form must be signed and returned to the Women’s Fund of Rhode Island with the letter of reference by the fellowship application deadline of August 16, 2019.

**Instructions**

1. Initial each statement on the attached form indicating your understanding and agreement.
2. Sign and fill in your contact information on the attached form.
3. Attach a brief, one-page statement that addresses both the applicant’s capabilities and the organization’s desire to play a greater role in advocating for public policy that advances an agenda for women and girls.

Please return the completed and signed form with your one-page statement directly to the Women’s Fund of Rhode Island by **August 16, 2019**.

Women’s Fund of Rhode Island  
245 Waterman Street #503  
Providence, Rhode Island 02906

Please direct questions to Kelly Nevins at (401) 262-5657 or [knevins@wfri.org](mailto:knevins@wfri.org).

**Section VI: Employer Confidential Reference and Qualification Form**  
**Deadline: August 16, 2019**

**Applicant Name:** \_\_\_\_\_

**Please initial next to each statement:**

\_\_\_\_ I understand that Women’s Fund of Rhode Island will cover the cost of training and materials for sessions.

\_\_\_\_ I understand that Women’s Fund of Rhode Island will provide training on policy and advocacy including the legal rights of nonprofits to actively engage in lobbying.

\_\_\_\_ I understand that our organization is required to provide paid staff time during regular working hours for our employee to participate in WPI sessions and work on a policy issue, including lobbying. In the event that the policy project becomes a two year bill, our organization will allow for the employee’s continued work on this project during a second year.

\_\_\_\_ I understand that participants will likely join a team from within the primary area of interest of our organization and that the team will choose a policy project, most likely legislation, that may or may not be a priority for my organization and that the above agreements will remain in effect whatever the topic of the project.

\_\_\_\_ I understand that participants will be required to bring what they have learned in the WPI back to their organizations so that, as an institution, we are better able to actively engage in policy advocacy, and I have discussed with the participant how this can best happen.

\_\_\_\_ I have attached a brief, one-page statement that addresses both the applicant’s capabilities and the organization’s desire to play a greater role in advocating for public policy that advances an agenda for women and girls in Rhode Island.

*I understand the requirements listed above and agree to support the applicant if accepted as a fellow.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_