



**Women's Policy Institute
2020/2021 Fellowship Application**

Info Session: Monday June 15, 2020 at 8:30AM via Zoom
Application Deadline: June 30, 2020

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 - for profit, nonprofit, public service, academia and stay at home parents. 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 cohort.*

To apply, complete the application below and return it by mail or email by Tuesday June 30th to:

Kelly Nevins, Executive Director
Email: knevins@wfri.org

Women's Fund of Rhode Island
245 Waterman Street, Suite 503
Providence, Rhode Island 02906

Fellows will be selected through a competitive application process. The selection committee composed of WFRI staff, board and former WPI alumni will review all applications and invite applicants for in-person interviews. Up to fifteen finalists will be invited to join the next Women's Policy Institute.

The selections process timeline is as follows:

- Applications Open Through June 30 at 5:00 p.m.
- Information Session: Tuesday June 16th at 8:30 a.m.
- Interviews scheduled: July 12th - 23rd
- Selections confirmed: Friday July 31st
- Sessions begin: Friday August 28 - Saturday August 29th

If you are interested in learning more about the Women's Policy Institute and hearing from past participants, please attend our informational session on **Tuesday, June 16, 2020 at 8:30 a.m.**

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJUpf-CtrT4vH9fHjFmawLUpPu4Yw6gUYfXG>

Fellows must be available to attend full day sessions on the following days in addition to other intermittent policy project conference calls and meetings throughout the legislative session (January to June 2021).

- **Friday August 28 - Saturday August 29**
- **Friday September 25**
- **Friday October 23**
- **Friday November 13**
- **Friday December 11**
- **Friday January 15**
- **Friday February 19**
- **March - April - *Monthly remote check in sessions TBD***
- **Friday May 21**

Please include the following with your application materials:

1. Applicant Cover Sheet (page 3)
2. Applicant Qualification Form (page 4)
3. Applicant Responses to Formal Questions—limit each response to 100 words (page 5)
4. Employer Confidential Reference & Qualification Form (pages 6-7)
5. Attach your resume

Section I: Applicant Cover Sheet

Name: _____

Employer Organization _____

Title: _____

Work Street Address: _____

City, State: _____

Email address: _____ Cell Phone: _____

Home Street Address:

City, State: _____

Legislative Districts: (please use "[Find Your Elected Officials](#)" if you do not know)

State Senator Name: _____

State Representative Name:

Section II: Applicant Qualification Form

Name: _____

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

- Aging Justice
- Domestic and Sexual Violence Prevention
- Economic Justice
- Education & Training
- Immigrant Rights
- Women’s Health
- Worker Rights
- Racial Justice
- Reproductive Health & Justice
- Other _____

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:

Friday August 28 - Saturday August 29, Friday September 25, Friday October 23, Friday November 13, Friday December 11, Friday January 15, Friday February 19, Friday May 21

_____ I understand that working on the policy project may require me to work an average of two hours during 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 the board of directors if necessary, to participate in the Women’s Policy Institute and to spend staff time to work on the policy project. I also have permission to work on the policy project that may or may not be a priority for my organization or employer, 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 part of a team despite differences in personalities and leadership 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 provided a personal or work/school –related e-mail account that I can check daily.

Section III: Applicant Responses to Formal Questions: *responses should be 100 words or less*

Name: _____

1. Describe your experience and 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 through your work —advocating for an issue on behalf of your community.

3. What experiences have you had—either personally or with your work—advocating with local, state or federal policymakers?

4. What resources, skills and unique experiences are you and your employer 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 employer incorporate what you have learned so that it is better able to engage actively in policy advocacy?

Applicant Name: _____

Section V: Employer Confidential Reference and Qualification Form

Have your supervisor 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 the Women's Fund of Rhode Island. *This form must be signed and returned to Women's Fund of Rhode Island with the letter of reference by the fellowship application deadline of June 30, 2020.*

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 **June 30th, 2020**.

Kelly Nevins, Executive Director
Email: knevins@wfri.org

Women's Fund of Rhode Island
245 Waterman Street, Suite 503
Providence, Rhode Island 02906

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

Section VI: Employer Confidential Reference and Qualification Form
Deadline: June 30, 2020

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: _____