Andrea Culp, Director

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## **Join us in building the next generation of social sector leaders.**

The Public Interest Fellowship Program (PIFP) helps local nonprofits fill gaps in their staff by conducting the legwork behind hiring and supporting Fellows throughout their experience. Partner organizations gain access to committed, idealistic, and energetic Colorado College student candidates. These applicants benefit from organization partners by learning directly within community impact areas. Fellows enhance workplace skills, nonprofit understanding, and commitment to working in the social sector while also building capacity within their fellowship organization.

**Please return completed applications by Nov. 30, 2023.**

Partner Organization Application

**\*Please download and save this form before filling it out.\***

Are you applying to employ a **summer or yearlong** PIFP Fellow?

* **Summer Fellowships** are expected to be a minimum of 10 weeks/30 hours per week
* **Yearlong** **Fellowships** are expected to be a minimum 10 months/30 hours per week

*\*If applying for both a summer and yearlong fellow, please complete a separate application for each.*

**Organization name** (and applicable abbreviations)**:**

**Organization city** (primary work location)**:**

**Organization complete mailing address:**

**Website URL:**

**How many staff members does your organization employ?**

**Has your organization employed PIFP Fellows as a Partner Organization in the past** (Yes/No)**?**

**Primary Contact Name:**

**Primary Contact Title:**

**Phone:**

**Email:**

**Executive Director:**

**Fellow’s Supervisor Name/Title** (if different from primary contact)**:**

**Additional Contacts:**

**Hourly wages**

In January 2024, the Denver minimum wage will increase to $18.29 per hour. As the cost of living in Colorado continues to rise, we hope all PIFP organizations can commit to offering a minimum of $16.50 per hour. We hope this will reduce the barriers some students face in choosing to participate in PIFP. If this increased expectation will lead to hardship or your inability to participate, please contact Andrea Culp, PIFP Director, to discuss your concerns.

With this information in mind, **please share your expected budgeting plan for hourly wages** (Anticipated hourly wage multiplied by the number of weeks multiplied by the number of hours/week. Ex: $20 hr x 50 weeks x 35 hr/wk = $35,000)**:**

**Benefits**

As in past years, organizations hosting yearlong fellows are expected to provide the same medical benefit options provided to other employees. If you are applying for a yearlong fellowship, **please share the benefit provider, basic details, or a website** where we can learn about the medical benefits offered**:**

While PIFP recognizes that cost of living is a significant challenge for fellows and encourages partner organizations to focus support on wages offered, we understand that it may be more reasonable for some organizations to supplement wages with additional benefits. (e.g., a monthly rent stipend, gym membership, bus pass, cell phone allowance, etc.) **Please describe any additional benefits** you will be offering your PIFP Fellow**:**

**What is your organization's primary funding source(s) and how will it fund the PIFP fellowship?**

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| --- |
| \*If you are new to PIFP, or have not participated in the last 2 years, please include a copy of your **IRS determination letter** with your complete application. |

**PIFP offers limited capacity grants to supplement the cost of hiring a yearlong fellow**. We offer up to $6,000 for partners hiring a yearlong fellow. Requests will be evaluated based on demonstrated financial need, number of partners requesting capacity grants, and preference to organizations who have not received this grant previously.

**Does your organization REQUIRE a grant to assist in covering the fellow's salary** (Yes/No)?

**If YES** (your organization REQUIRES a grant to employ a fellow), **what is the amount requested to support a yearlong fellowship** (maximum $6000)?

**Share any additional information you would like us to consider when determining your need for this capacity grant:**

**How will you support your fellow during what might be their first professional experience?**

**How can PIFP assist you in setting your fellow up for success?**

**What else should we know about your organization** (e.g., staff transitions, training opportunities, etc.)?

Organization Agreement

By applying to the PIFP, you are agreeing to the following:

* Inform the PIFP Director of any changes to the Job Description or your ability to participate in the 2024-25 cycle by January 12, 2024. Should any changes occur after this date, you agree to communicate with the PIFP Director as soon as possible to ensure appropriate details are conveyed to students throughout the interview and hiring cycle.
* To the best of your knowledge, the organization is in a stable financial situation and will be able to fulfill it’s commitment to pay and provide the agreed upon benefits (as outlined in this application and the job description provided) to the hired Fellow for the agreed upon duration of their fellowship.
* You acknowledge that the organization is a recognized Colorado non-profit in good standing with the state and IRS.
* You will communicate promptly and consistently with the PIFP Director, student applicants, and hired Fellow, throughout the duration of the hiring cycle and this partnership. This includes changes to expectations, supervision and staffing at the organization, or any organizational changes that directly impact the Fellow or the PIFP partnership.

**Please type the name of the Primary Contact Agreeing to the above:**

**On behalf of** (*Organization):*

**Date Agreement and Application Completed:**

Please complete the separate Fellowship Job Description form.

The job description will include all of the information provided for applicants. Please be as detailed as possible. The more specific you are, the more applicants are able to determine their interest and alignment with your organization as well as the skills and qualifications they will bring to the role. At the bottom of the Job Description you have the opportunity to include a supplemental question you hope candidates will answer to demonstrate their interest in you fellows. This is optional, but must be included in the description if you hope candidates will respond.

Questions? Please reach out.

Andrea Culp, Director

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**Completed applications can be emailed to Andrea Culp, PIFP Director - aculp@coloradocollege.edu – by Nov. 30, 2023.**

Once all partner applications have been reviewed and requests for capacity grants have been considered, the PIFP Director will reach out with our decisions. PIFP marketing to students will begin in November so the sooner we hear about any changes to the information provided, the easier it is to ensure we are providing accurate information to applicants prior to the submission of their applications.