

Partner Organization Application

- Intent to apply (this form only): Due Nov. 28, 2022.
- Complete application: (including financials and job description): Due no later than Jan. 10, 2023.

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

I am applying to employ a summer and/or yearlong PIFP Fellow:

Summer (minimum 10 weeks/30 hrs per week)

Yearlong (minimum 10 months/30 hrs per week)

Has your organization employed PIFP Fellows as a Partner Organization in the past?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
What was the most recent year?				

Primary Contact Name: _____
 Primary Contact Title: _____
 Phone: _____ Email: _____

Organization name: (and applicable abbreviations)			
Organization city/primary work location:			
Organization complete mailing address:			
Website URL:			
How many staff members does your organization employ?			

Executive Director:			
Fellow's Supervisor Name/Title: (if different from primary contact)			

In January 2023, the Denver minimum wage will increase to \$17.29 per hour. This will be the expected minimum for organizations which fall under this expectation.

In 2022, PIFP raised the expected minimum wage for PIFP Fellows to match the Denver minimum of \$15.87 per hour. This will remain the 2023 expected minimum for any

organizations which do not fall under the Denver minimum wage provision unless your local minimum wage is higher.

With this information in mind, please share your expected budgeting plan (for wages):

$$\text{Summer Fellow: } \frac{\quad}{\# \text{ weeks}} \times \frac{\quad}{\# \text{ hours per week}} \times \frac{\quad}{\text{anticipated hourly wage}} = \$$$

$$\text{Yearlong Fellow: } \frac{\quad}{\# \text{ weeks}} \times \frac{\quad}{\# \text{ hours per week}} \times \frac{\quad}{\text{anticipated hourly wage}} = \$$$

*For Yearlong Fellows: Organizations should also be prepared to offer health benefits.

While PIFP recognizes that cost of living is a significant challenge for our Fellows and encourages partner organizations to focus support on primary wages offered, we understand that it may be more reasonable for some organizations to supplement wages with additional benefits. (For example: a monthly rent stipend, gym membership, bus pass, cell phone allowance, etc.)

Please describe any additional benefits you will be offering your PIFP Fellow:

The 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.

_____ My organization DOES NOT REQUIRE a grant to cover the fellow's salary.

_____ My organization REQUIRES a grant to employ a fellow

If your organization REQUIRES a grant to employ a fellow, please respond to the following:

\$ _____ The amount your organization needs in order to employ a yearlong fellow (maximum \$6000).

Any additional information you would like for us to consider:

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

Please send us a copy of your:

- Current FY budget
- Most recent audit or year-end financial statement
- IRS determination letter

**These must be submitted no later than Jan. 10, 2023 to complete your application.*

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

How can CC support you?

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

If you are sending this form as your initial “intent” to apply to participate in the PIFP program, but are not able to send financials and complete the job description at this time, please respond to the following questions in brief so we are able to begin to evaluate your application before marketing to students begins. **If completing the job description now, all of this information will be included in that form in more detail, so it is not necessary to include it here as well.*

How will your fellow build capacity in your organization?

How will your fellow’s work contribute to societal systemic change?

If applicable, what direct service will the fellow be carrying out? What impact will this direct service have in your community?

What skills will your fellow learn during this fellowship?

Please complete the separate Fellowship Job Description form.

This form will be provided to applicants to demonstrate the position you are offering. 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.

Questions? Please reach out.
Andrea Culp, Director
aculp@coloradocollege.edu
719.389.6310

**All application materials can be emailed to PIFP Director,
Andrea Culp at aculp@coloradocollege.edu**