We invite your organization to apply to participate in the 2020 Rochester Urban Fellows program.

Rochester Urban Fellows is a 10-week summer program that provides local undergraduates with opportunities to develop professional skills through a summer fellowship building programmatic capacity for a local organization; increase their understanding of urban issues and poverty; and develop emotional ties to Rochester, all in an effort to keep them in the area after graduation. Urban Fellows serve with their partner agency ~30 hours per week. On Wednesdays, Fellows gather at the University of Rochester for seminars on urban issues and community-engaged learning activities.

The 2020 summer program will tentatively run from **May 26 through July 31**. Priority will be given to projects that focus on summer learning loss, summer food programs, and substance abuse prevention.

### Application Instructions and Timeline

**January 10, 2020:** Email a brief indication of interest to apply to abigail.deacon@rochester.edu

**February 7, 2020:** Submit complete project proposal application

1. Prepare Narrative section in **one comprehensive PDF document**.
2. Prepare a VISTA Assignment Description using the Word template provided.
3. Apply online at: [http://tiny.cc/2020UFprojectprop](http://tiny.cc/2020UFprojectprop)
   a. Sections 1 and 2 will be submitted directly through the form.
   b. The narrative and assignment description will be uploaded as PDF attachments.

All host agencies provide a cost-share payment not to exceed $750 for each Urban Fellow that serves. The value of the contributions from the Urban Fellows cannot be underestimated, and we sincerely hope you’ll take advantage of this opportunity to develop a lasting partnership with the University of Rochester.

If you have any questions, please contact Abigail Deacon by email at abigail.deacon@rochester.edu or by phone at 585-275-5957.

Sincerely,

Abigail Deacon
Associate Director for Civic Engagement
*Rochester Center for Community Leadership*

Glenn C. Cerasaletti
Assistant Dean and Director
*Rochester Center for Community Leadership*
The full project proposal application is due **Friday, February 7, 2020.**

1. **AGENCY & PROJECT INFORMATION**

   Agency, contact, and supervisor information will be submitted directly online.

2. **DIRECT AND IN-KIND SUPPORT**

   Please confirm that your organization will provide the following:

   - Daily supervision and cooperation with mandatory events (Closing Ceremony, site visits, ...)
   - A robust orientation to the agency and the populations it serves
   - Cost-share not to exceed $750
   - Reimbursement for service-related travel (mileage, etc.)
   - Work space and equipment (including computer and phone)

3. **PROJECT NARRATIVE**

   Please address sections A and B in one comprehensive **PDF** document.

   **A. Executive Summary**

   Provide a narrative of your proposed project, outlining the overall goals and project model you intend to facilitate. (500 words maximum)

   Include:

   - **Measurable, quantifiable, poverty-related needs of the community you serve.** Focus on needs that will be specifically addressed by your organization and this project. Indicate how these needs were identified and how they relate to your organization’s overall mission.

   - **At least three goals** for the project

   - The strategies you envision implementing to achieve these goals

   - How these goals and strategies address the **poverty-related needs** outlined above

   - The **constituent population** the project will serve and collaborate with to achieve goals

Note that historically, only a handful of Urban Fellows has had access to a personal vehicle. It is suggested that projects do not rely too heavily on personal transit.
B. Project Management

i. List the recommended skills and qualifications that the Urban Fellow should possess to successfully complete the proposed project. (List)

ii. Describe plans for daily supervision of the Urban Fellow. Be sure to identify additional supervisors and what department the Fellow will work with most directly.

   a. If secondary or satellite sites will host/supervise the RYY Fellow, please list the names of those organizations and the names, titles, and contact information of staff members who may serve as satellite site supervisors. Describe the structure of their relationship to your organization.

iii. Describe your plans for evaluating progress made on project goals. What are (measurable) key outcomes? What data will demonstrate the impact of the project? How is the data collected? What deliverables, or tangible products, will be created? (150 words)

iv. Describe how your organization is able to accommodate Urban Fellows with disabilities. A description beyond “the organization is ADA-compliant” is required. (100 words)

4. Assignment Description

Complete the attached assignment description by listing the specific objectives for the project and the activities the Urban Fellow will perform to accomplish these objectives. These tasks and activities should not include work political/religious in nature. Urban Fellow assignments typically have 2-3 objectives.

We recognize that this assignment description may change and consider it a “living document.” We request that if changes need to be made, that we are notified as soon as possible.