Proposal to Host a Rochester Urban Fellow

Deadline: Received by Friday, February 6, 2015

I. Agency Information
Name of Organization: ________________________________________________________________
Address: __________________________________________________________________________
Phone: ______________________ Fax: ______________________ Email: _______________________
EIN: __________________________________________________________________________

Will this project require the fellow to have access to a personal vehicle? _____________
Will this project require the fellow to have a valid driver’s license? _____________

II. Urban Fellow Site Supervisor
The supervisor will be our contact person and will be asked to oversee the Urban Fellow’s work, participate in the evaluation of his/her work, and will participate in orientation activities at the University of Rochester.

Name: ___________________________ Title: ___________________________
Phone: ___________________________ Email: ___________________________

III. Project Narrative (attach responses and supporting materials)
A. Project Plan
We have found that successful placements tend to be those that empower the student with responsibility to advance a specific project, rather than simply assigning the Fellow an assortment of tasks as the need arises. Projects may include research and indirect service, but should also include a significant portion of direct service, allowing the Urban Fellow to explore the community and interface directly with community members. Priority will be given to projects that focus on summer learning loss and summer food programs.

With these parameters in mind, provide a brief description of your proposed Urban Fellows project. Identify three goals you would like the Fellow to achieve, and the skills and expertise needed to attain these goals.

B. Rationale
State the specific need(s) identified by the community that the Urban Fellow will work to address, including the constituent population the Urban Fellow will work with to develop the project. Describe how the Urban Fellow will improve the quality of services provided by your organization.

C. Urban Fellow Work Plan
List the specific tasks and activities the Urban Fellow will perform in order to accomplish the goals described above. Refer to the attached VISTA Assignment Description template and add additional activities as necessary.

Submit a hard copy to: Rochester Center for Community Leadership
Attn: Rochester Urban Fellows Program
P.O. Box 270443
University of Rochester; Rochester, NY 14627

Send an electronic copy to: adeacon@ur.rochester.edu