



In partnership with AmeriCorps, the University of Rochester Center for Community Engagement is pleased to announce the availability of awards for the 2024 Rochester Urban Fellows program. We invite your organization to apply to host an Urban Fellow.

Rochester Urban Fellows is a 10-week summer program that supports local undergraduate students in developing their leadership, intercultural fluency, and professional skills through a summer fellowship building capacity for a local organization. Urban Fellows serve with their partner agency for ~32 hours per week. On Wednesdays, Fellows gather at the University of Rochester for seminars on urban issues and community-engaged learning activities. The program encourages students to enrich their understanding of urban issues and develop social and emotional ties to Rochester, all in an effort to keep them in the area after graduation.

The **2024 summer program** will tentatively run from **May 21 through July 29**. Priority will be given to projects that focus on summer learning loss, summer food programs, or economic empowerment.

Application Instructions and Timeline

January 27, 2024: Email hgbaguid@ur.rochester.edu indicating your intent to apply

February 16, 2024: Submit complete project proposal application

1. Prepare the narrative section and save it as **one comprehensive PDF document**.
2. Prepare a VISTA Assignment Description using the Word template provided.
 - a. Apply online at: <https://bit.ly/2024UFProjectProposal>
 - b. Submit sections 1 and 2 directly through the application form.
 - c. Upload sections 3 and 4 (the narrative and assignment description) in the application form as PDF attachments.

All host agencies provide a cost-share payment not to exceed \$1,000 for each Urban Fellow that serves. The value of an Urban Fellow's contributions cannot be overestimated, 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 or would like more information about the program, please contact Halima Therese Gbaguidi by email at hgbaguid@ur.rochester.edu or by phone at 585-276-6860.

Sincerely,

Glenn Cerosaletti
Director
Center for Community Engagement
University of Rochester

Halima Therese Gbaguidi
Associate Director
Center for Community Engagement
University of Rochester

Sarah Murphy
Program Manager
Center for Community Engagement
University of Rochester



The completed project proposal application is due **Friday, February 16, 2024.**

Submit your application here: <https://bit.ly/2024UFProjectProposal>

1. AGENCY & PROJECT INFORMATION

Submit the requested information via the application form.

2. DIRECT AND IN-KIND SUPPORT

In the application form, 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 \$1,000
- 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 **two 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

Please note that historically, only a handful of Urban Fellows has had access to a personal vehicle. We suggest taking this into account when designing your project.



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.” If you do need to make changes after you submit your application, please contact us as soon as possible.

