the WOMEN'S FOUNDATION of CALIFORNIA | Women's Policy Institute

WOMEN'S POLICY INSTITUTE – LOCAL
New and Improved WPI Program!
Team Application, Class of 2018-19

WPI-Local is a NEW! year-long policy advocacy and leadership training fellowship for teams of three community leaders who are looking to learn how to engage in policy advocacy at the local government level.

WPI is inclusive of all communities affected by gender-based oppression, violence, and discrimination, including cisgender and transgender women; genderqueer, gender variant and nonbinary individuals; and trans men.* The 2018-19 program is open to teams from any county in California. The fellowship is bilingual (English and Spanish).

Application Release: Thursday, January 4, 2018
Online Application Due: Tuesday, February 13, 2018, Noon PST
Application Status Notification: Wednesday, March 14, 2018
Informational Webinars: Sign up for one of the below webinars

January 9, 2018, 930am English
January 9, 2018, 11am Spanish
January 19, 2018, 11am English
January 19, 2018, 1230pm Spanish
January 24, 2018, 930am English
January 24, 2018, 11am Spanish

*'Cisgender' describes someone who identifies with the gender they were assigned at birth; 'transgender' describes someone who identifies with a gender different from the one they were assigned at birth. Gender justice is a core value of the Women's Foundation of California and we welcome applications from the trans community.

Por favor mande un correo electrónico a elizabetha@womensfoundca.org para una copia de este documento en español.

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PROGRAM OVERVIEW

The Women's Foundation of California's Women's Policy Institute (WPI) is designed to train community-based leaders in California in public policy advocacy. The goal of WPI is to increase the number and capacity of visionary leaders and organizations so that they can become actively involved in shaping and implementing policies that affect the lives of all people affected by gender-based oppression, violence, and discrimination, as well as their families and communities.

In 2003, the Women's Foundation of California launched WPI-State, a fellowship focused on state-level policy advocacy. Over the last fourteen years, we've trained more than 450 community-based leaders throughout California in public policy advocacy at the state level. WPI-State fellows travel to Sacramento throughout the year to work on issues ranging from economic security to reproductive justice and criminal justice. Their courageous efforts have contributed to the passage of 32 new state laws. One such law, the Domestic Worker Bill of Rights, extended legal labor protections to 100,000 low-wage workers in California, the majority of whom are women. Today, California's domestic workers can earn overtime pay, a right they had been denied for decades.

In 2015, we created a new WPI program focused on local government. We piloted it in Riverside County and then in the second year, we expanded to four counties. Now, in our fourth year, are able to accept applications from all 58 counties in California! Fellows will work to develop policies at any level of local government (county, city, special district, etc.) based on the problem they are trying to solve and which local government is best positioned to solve the problem. This landmark transition to a more impactful program structure is reflected in the fellowship's new name: WPI-Local Government.

The WPI-Local cohort will be made up of pre-formed teams, each team based in one county, but teams coming from across California. By pre-formed, we mean that teams should form before applying and apply to the fellowship *together*, as a team. Individuals on the same team must work or live in the same county and should represent different organizations that are already working together or want to start working together.

WPI-Local Government team projects will focus on developing local solutions to local challenges in the areas of criminal justice, economic justice, environmental justice, health, trauma justice, and reproductive justice.

Because WPI-Local Government is an *experiential* training fellowship, our fellows and their teams will be researching, developing and pursuing policy advocacy projects addressing an issue of concern of their choosing. Teams will be supported by Foundation staff and receive consultations from preeminent experts in public policy work. The fellows will meet with and develop relationships with key policy makers, government employees and allied advocates in their region; speak with people affected by the problem they seek to address; produce a policy brief analyzing the problem and offering policy solutions for the issue they're focusing on; and create and begin to implement a community organizing plan to move their policy solutions onto their target's policy agenda. The training is designed to help fellows advance a specific public policy change while they are in the fellowship and, if necessary, continue to do so after the fellowship ends. Applicants of varying degrees of past policy experience – from none at all to a lot – will be considered for the program.

Our social justice framework focuses on the structural causes of inequities embedded in public institutions such as government. WPI was developed in response to these structural inequities, and while we encourage each cohort to critique institutionalized oppression, the program's primary objective is to train participants on how to create progressive policy changes within the existing system. Thus, program participants are enacting policies that make California a more just and equitable place today while working with their communities and organizations toward making state and local policy processes more open and accessible to all community members tomorrow.

Additionally, the WPI seeks to increase the diversity of advocates involved in the policy arena. We uplift the voices of people affected by gender-based oppression, violence, and discrimination —particularly those from communities of color as well as rural, low-income, immigrant, and queer communities. By bringing individuals who experience gender-based discrimination into the policy process, WPI empowers leaders who will advance a policy agenda that is responsive to the needs of disadvantaged communities.

Please note that harmful beliefs, practices, and behaviors persist within many sectors of the public policy arena. We do our best to prepare our fellows to respond to these dynamics, to inform our speakers and trainers about our social justice principles and the diversity of our WPI cohorts, and to create as safe an environment as possible for fellows experiencing multiple forms of oppression. Due to the nature of the public policy arena, however, we cannot guarantee that every space you will enter as a WPI fellow—both inside and outside the Capitol, and including retreats—will be safe or that every person with whom you interact will be trained in anti-oppression principles. If having safety is a requirement for you at this time of your life, the WPI might not be an appropriate program for you.

Learning Objectives

By participating in the WPI-Local Government program, our fellows will:

- Learn the history and context of local governments in California and understand the role and authority of the different governing bodies, their services and responsibilities, and their budgets and budget processes;
- Understand how local governments interrelate with each other;
- Understand how state government, including the state budget, impacts local governments and understand when to use state policy advocacy to push or leverage local policy;
- Develop relationships with key local policy makers, government employees and allied advocates;
- Conduct policy research and produce a Policy Brief analyzing the problem, policy solutions and political will of the issues they're focusing on;
- Create and begin implementing a Community Organizing Plan—including working with grassroots communities and coalition building—to move their policy solutions onto the policy agenda;
- Create a statewide peer learning environment among local-level advocates;

- Join a network of more than 450 community and nonprofit leaders who have already graduated from WPI-State and WPI-Local Government and are currently working in public policy at the local and state levels.

The WPI-Local Government fellowship will encourage the fellows to continue working together after the program ends on their policy projects.

TRAINING DETAILS

How will the training program be structured?

- Two multi-day overnight retreats in Sacramento and Oakland with trainings lead by Women's Foundation of California staff, policy experts and guest trainers.
- Eight mandatory webinars to provide critical trainings for the fellowship learning and work followed by team work time to move policy projects.
- Reading and homework will be assigned in advance of the retreats or webinars and throughout the fellowship.
- Teams will be expected to have weekly meetings or conference calls throughout the fellowship.
- Each team will select one member to take on the project manager role. This member will upload the team narrative in the application process, be the first liaison with Foundation staff, and help the team adhere to deadlines. All team members are expected to contribute equally to the work of the policy project and the project manager will help with logistics of the fellowship. The project manager may be changed during the fellowship.
- Foundation staff will guide the teams through the process, supplemented by expert consultations as needed for each team. Regular communication with Foundation staff is expected from all teams.
- Trainings and materials will be provided in both English and Spanish.

What will the teams do during the training program?

- Research a local policy concern to determine which local government entity can resolve the policy problem.
- Interview people affected by the problem the team is seeking to address.
- Conduct a minimum of 12 meetings with local public policy staff, including elected officials, to gather advice and determine the political will and policy solutions on the issue of concern.
- Develop a professional Policy Brief analyzing a problem of concern, policy solutions considered, and a final recommendation for local policy makers;
- Develop a Community Organizing Plan including goals and objectives, recourses and assets needed, planning for community support and opposition, determining targets and agents of change, planning strategy and tactics.
- Hold at least one public meeting with elected officials, allies or community members to advance their policy project.
- Develop a report that will help others replicate the team's policy project in another locality in California.

What is the time commitment?

The training program includes two mandatory multi-day overnight in-person training, various mandatory webinars, various written assignments, and weekly discussion and teamwork between the trainings. Full attendance at the retreats and webinars is mandatory. It is expected that teams will watch the webinars together and then meet together immediately after to continue the fellowship work. Fellows should therefore also plan for travel and meeting time within their region for the days of the mandatory webinars. Fellows who miss a significant number of webinars or days of training may lose their fellowship. This program will require on average 40 hours per month from each fellow. This includes checking their email daily. Employers must be supportive of their employees and allow them to fulfill the fellowship commitments. Although the project manager will be the first point of contact between the team and the Foundation, it is expected that the work of the policy project will be shared equally between all three team members.

When will the training take place?

The WPI-Local Government fellowship is scheduled from March 2018 – February 2019. The retreat and webinar dates are:

- Webinar/Work 1: Wednesday, April 18, 2018, 10am-2pm
- Webinar/Work 2: Wednesday, April 25, 2018, 10am-2pm
- Class Retreat 1: May 7-9
    - Location: Sacramento, CA (Fellows are expected to arrive the night before.)
- Webinar/Work 3: Wednesday, June 20, 2018, 10am-2pm
- Webinar/Work 4: Wednesday, July 25, 2018, 10am-2pm
- Webinar/Work 5: Wednesday, September 12, 2018, 10am-2pm
- Webinar/Work 6: Wednesday, October 17, 2018, 10am-2pm
- Webinar/Work 7: Wednesday, November 14, 2018, 10am-2pm
- Webinar/Work 8: Wednesday, January 16, 2019, 10am-2pm
- Class Retreat 2: February, 20-21, 2019
    - Location: Oakland, CA

Training sessions at the retreats are all day long and all sessions are mandatory. Team members will gather together for each webinar, which takes place from 10am to 12pm PST, followed by in person team work time. The webinars and team work time are both mandatory. Applicants should block off these dates and times in their calendar until they receive an email notifying them of the Foundation's decision.

What is the financial commitment?

- The fellowship is offered free of charge and is valued at $14,000 per fellow. This fellowship does not include monetary grants to the participant or the participant's organizations.
- For the two retreats, participants will be provided transportation reimbursements and offered a free, shared hotel room with another training participant. If participants would like a private hotel room, they will need to pay for it themselves (provided that the hotel has availability).

- Meals will be provided during the in-person trainings. Participants will need to pay for their own dinners (and get reimbursed) on the nights that there are no group activities planned.
- For the eight webinars combined with team meetings, fellows will be reimbursed for mileage to their agreed team meeting site and lunch to be arranged by participants.
- Participants are required to have their own computer, access to the Internet, and knowledge of and access to word processing programs (like Microsoft Word) to participate in the writing of documents.
- Costs associated with regular teamwork that takes place outside of the trainings (phone calls, transportation to policy meetings etc.) will be paid by the participants.
- Each team can access up to $400 of additional funding earmarked to support their policy project during the fellowship.

APPLICATION INFORMATION

Who is eligible to apply?

- Individuals living and working in California. Due to funding, the WPI-Local Government fellowship is recruiting teams for certain regions, populations, and/or issues. The Foundation is seeking
    - One team focused on environmental justice in San Bernardino County;
    - One team focused on criminal justice from any county;
    - One team composed of at least one WPI-State alum from any county;
    - One team focused on issues related to children and youth in Monterey County;
    - One team focused on any one of our primary issue areas from San Mateo County (acceptance of this team depends on pending funding);
    - One team focused on any one of our primary issue areas from Santa Clara County (acceptance of this team depends on pending funding);
    - One team focused on any one of our primary issue areas from any county;
- Individuals who are part of a pre-formed team of **exactly three individuals** who will work together and focus on one government entity in one county in California.
- Individuals employed or volunteering in a community-based or non-profit setting with the full support of their employer and/or supervisor if they are employed.
- Individuals who agree to all requirements of participation.
- Individuals with employer support to all requirements of participation.
- Individuals who are affected by gender-based oppression, violence, and discrimination. This includes cisgender and transgender women; genderqueer, gender variant and nonbinary individuals; and trans men.
- Individuals who speak English or Spanish. (While trainings and webinars will be interpreted, applicants should consider how they form teams in regards to the ability of the team to conduct policy meetings and prepare fellowship work.)

Team Application Requirements

Team applications will be judged based on the following criteria.

1. Level of Policy Experience
   - Each team should have individuals with a range of policy experience, from no experience to significant policy experience.
2. Depth of Issue Expertise
   - Combined, team members should have deep content knowledge in their chosen issue area, coupled with the ability to speak with confidence and authority about the issue (expertise can come from work, education and lived experience).
   - Teams must have deep connection to the communities experiencing the issue of concern. Interviews of and conversations with persons affected by the problem will be a part of the fellowship work.
3. Teamwork
   - Individual team members should have a high level of emotional intelligence, demonstrating an openness to collaboration, a love of learning and an appreciation of diversity and innovation.
   - Teams should be put together in a thoughtful way that reflects the diversity of their community.
   - If one team member is a monolingual Spanish speaker, the other team members must have a plan to support that team member and their ability to participate in the fellowship work. Bilingual interpretation and materials will be provided in the trainings and mandatory webinars offered by the Foundation. Applicants should be thoughtful about how they form a team as the Foundation does not provide interpretation for team meetings or meetings with policy makers.
4. Commitment to Policy Advocacy Work
   - Team members must be able to articulate the value of learning about local policy for the individual organizations represented and for the constituents served by their organization.
   - Explain how the team plans to continue their policy project after the WPI-Local Government fellowship ends.
5. Organizational Support
   - Each team member must demonstrate that they have the support and buy-in of their employer to work on the issue they are bringing into the WPI, for the time commitment required, to continue working on the issue after the program, and to bring the learning back to the organization.
6. Diversity of experience, as well as diversity of backgrounds (age, ethnicity, sexual orientation, ability, etc.)

In addition, applications will be evaluated based on the thoroughness of responses to each section. For example, it is not sufficient to provide a one-page response to a section where a two- or three-page response is requested.

Individual Applicant Requirements

Each individual applicant, and their employer, must pre-certify that the following requirements can and will be met if the applicant, and their team, is chosen for the WPI-Local Government program. If the applicant is self-employed or not employed, the applicant is still eligible but

should email Senior Program Associate Elizabeth Ayala at ElizabethA@womensfoundca.org to confirm their ability to participate in the program.

1. Employer will fully support Applicant, should they be chosen to participate in the WPI, to attend all retreats and webinars followed by work time in their entirety and Applicant understands that attending all of these elements is a requirement.
2. Employer and Applicant understand that travel, shared housing (with another member of the class), and most meals are either paid directly or reimbursed to employer/applicant for all retreats. In the event an expense needs to be reimbursed, employer/applicant understand reimbursement checks may not be received until up to 30 days after the Women's Foundation of California receives a complete and accurate reimbursement request.
3. Employer will fully support the Applicant during the Institute to spend approximately 40 hours/month of staff time with enough flexibility to work on a policy project in between retreats and webinars, throughout the 12-month program.
4. Employer and Applicant understand that although the WPI-Local program will provide training in how local policy works and in strategies advocates can use to move public policy, it is intended as a "jumping off" point, and that policy change may not necessarily occur during the year. Because of that, the Employer and Applicant must agree to continue working on the local-level policy idea after applicant receives the training provided.
5. Employer will ensure and encourage Applicant to share what they are learning with other staff, volunteers, and Board whenever possible.
6. Applicant will work actively with their team on their chosen local-level policy project during and between retreats, including participating in weekly conference calls, doing work on their project (conducting policy research and writing a policy brief), engaging community input, conducting at least 12 policy meetings over the course of the fellowship, and staying in regular communication with the team regarding availability and potential barriers to participation.
7. Applicant will maintain an email address that is checked daily and communicate regularly with their team and the Foundation if potential barriers to participation arise.
8. Applicant will conduct themselves professionally at all times within the Institute and while engaging with elected officials, county employees, policy advocates and community members.
9. Applicant will provide feedback to the Foundation on the Applicant's experiences in the WPI-Local by filling out evaluations after each retreat and after completing the Institute.
10. Applicant will participate in various assessments (e.g. leadership skills, self-care awareness, etc.) as they align to the WPI-Local curricula to ensure progress and learning occurs through the duration of the Institute.
11. Following the Applicants' completion in the Institute, we strongly encourage alumni to stay connected through our WPI Alumni Network and keep us informed on how your WPI experience is impacting your organization, field and/or community.

WPI-LOCAL PRIMARY ISSUE AREAS

The Women's Foundation of California's Women's Policy Institute (WPI) focuses on improving economic security for individuals impacted by systemic gender-based discrimination as well as their families and communities in California. This year, WPI-Local aims to feature teams working in the following specific areas:

Criminal Justice

WPI-Local will accept team applications from representatives of organizations that work to address the negative impacts that the criminal justice system has on the lives of individuals impacted by systemic gender-based discrimination as well as their families and communities. We prioritize fellows from organizations that work to protect human rights and promote racial and economic justice. In this context, criminal justice policy projects may include, and are not limited to:

- Working to reduce the prison population in the short- and long-term through prevention, ending jail expansion and promoting alternatives to incarceration;
- Remedying inequities in policing, sentencing, and incarceration that result in the criminalization of transgender communities;
- Addressing the causes and reducing the incidence and impact of the disproportionate incarceration of people of color and the recent increases in the numbers of incarcerated women and girls
- Protecting the human and civil rights of people incarcerated in county jails;
- Expanding and strengthening rehabilitation and reentry programs for currently and formerly incarcerated people;
- Protecting and supporting the children of incarcerated parents;
- Expanding access to public programs and benefits for formerly incarcerated people; or
- Repealing policies in K-12 school districts that criminalize youth, such as school push-out policies.

Economic Justice

WPI-Local will accept team applications from representatives of organizations that work or support programs the economic security of individuals impacted by systemic gender-based discrimination. This includes organizing low-wage and informal workers, advocating for better implementation of safety net programs, local workforce development, and the promotion of small businesses ownership. In this context, safety net policy projects may include, and are not limited to:

- Boosting funding for and access to quality childcare;
- Improving Medi-Cal and CalFresh enrollment and alignment;
- Increasing occupational jobs for low-skilled, low-income people;
- Workforce development such as job placement, retention and advancement;
- Improving access to education, vocational and training services including basic skills training, computer literacy, and life skills training and in languages other than English;
- Expanding work readiness training and other services to prepare these populations for occupational jobs;
- Grants and programs that promote small business ownership among individuals who experience systemic gender-based discrimination or
- Programs that improve college readiness in secondary school students.

Environmental Justice

WPI-Local will accept team applications from representatives of organizations that work or support programs that seek to prevent harmful pollution and change detrimental environmental policy. There is a special focus on environmental policies that disproportionately impact low-income communities, communities of color, and communities impacted by systemic gender-based oppression. This includes allowing for an intersectional approach to environmental justice and other issue areas. In this context, environmental justice policy projects may include, and are not limited to:

- The environmental elements and impacts of General Plans at the local level;
- Promotion of renewable energy use, adoption, as well as renewable energy industries and jobs, particularly for people impacted by systemic gender-based discrimination;
- Public transportation and the promotion of active living;
- Regulation of pollution as well as local policies and leadership in intergovernmental agencies regulating the environment; or
- The regulation of pollution producing activities near vulnerable populations or institutions such as schools.

Health

WPI-Local will accept team applications from representatives of organizations that work to create places where individuals impacted by systemic gender-based discrimination are healthy, safe and ready to learn. We believe that health is broader than a physical condition; health has social, cultural and economic impacts to an individual, family and/or community well-being. In this context, health policy projects may include, and are not limited to:

- Health Reform Implementation: expanding access (e.g. Affordable Care Act) to quality health care;
- Community Health: obesity prevention, land use/transportation, school health, food access/food marketing; or
- Healthy Youth Development: school-based health/mental health, trauma-informed services.

Trauma Justice

WPI-Local will accept team applications from representatives of organizations that work to reduce the negative impacts that gender-based violence and harassment has on the lives of cisgender and transgender women; genderqueer, gender variant and nonbinary individuals; and trans men, as well as their families and communities. In this context, trauma justice policy projects may include, and are not limited to:

- Expanding resources for sexual assault survivors on college campuses;
- Improving protections for victims of online sexual harassment and cyber-stalking;
- Protecting the rights of individuals who experience bullying in the local K-12 schools or in the workplace;
- Strengthening the rights of immigrants who experience violence;
- Increasing outreach and education to reduce teen dating violence;
- Strengthening existing law and policies that are intended to support survivors of domestic violence, sexual assault, stalking or bullying; or
- Promoting or establishing programs or curriculum that prevent violence in K-12 education

Reproductive Justice

WPI-Local will accept team applications from representatives of organizations that work to support programs that expand and protect the rights of all people to make informed decisions about and exercise control over their sexual and reproductive lives. Reproductive health and justice policy projects may include, and are not limited to:

- Promoting policies that are shaped by and responsive to the needs of cisgender and transgender women; genderqueer, gender variant and nonbinary individuals; and trans men and address their right to bear and parent children;
- Access to safe and legal abortion;
- Comprehensive sexuality education;
- The right to bodily integrity;
- The right to express one's sexuality, sexual orientation/identity and gender identity/expression; or
- Strengthening ties with other social justice efforts, including the reproductive health impacts of environmental pollution, affordable health care, and economic security.

HOW TO APPLY–APPLICATION GUIDELINES

Application guidelines:

1. The Individual Online Application -Must be completed and submitted by each Applicant
   a. Before beginning the online form, please determine one person on your team who will be your "team project manager." This person will be responsible for uploading the Team Narrative. All team members will name the same "team project manager" in their Individual Online Form so that the Foundation can group together team applications.
   b. Each Applicant will create their own individual account in the system where they must answer individual information and also complete and submit the 2018-19 WPI-Local Applicant Requirements form signed by the Applicant and their employer.
   c. Go the application site, enter your email address and a password, and then click on "Create New Account" on the logon page to get started. Once you have created a new account, a confirmation will be delivered to you electronically. Please save the confirmation e-mail. The site is HERE.
   d. After you have created a new account, you may access the application on your dashboard. You will see the application titled: **WPI-Local Government 2018-19.** You may proceed with the application by clicking on Apply. The system automatically saves your work and you may come back at any time to answer the questions.
2. The Team Narrative must be created by the whole team and then uploaded by only the "team project manager." Questions for the Team Narrative along with page length directions can be found on page 13 of this document.
   a. The Team Narrative is a PDF document created by your team that describes your team, the issue of local government you would like to focus on in the program, and other questions.

For more information or technical assistance, email Senior Program Associate Elizabeth Ayala at ElizabethA@womensfoundca.org.

About the individual online application

Each individual member of an applying team must complete and submit an online application. The online application is bilingual English/Spanish.

Be prepared to complete the following information:

1. Your name, your contact information, if English or Spanish are your preferred language, and demographic information, including whether you or your loved ones are formerly incarcerated.
2. Have you participated in the WPI-State Program?
3. Have you previously applied for the WPI-County (now Local Government) Program?
4. The full name of your team's project manager (the person who will upload the Team Narrative and be the primary liaison with the Foundation). Please make sure that all team members use the same project manager name.
5. You will be asked to indicate which issue area your team will be focusing on during the program. Please make sure each team member chooses the same issue area. The following are the possible issue areas to choose from:
   - Criminal Justice
   - Economic Justice
   - Environmental Justice
   - Health
   - Trauma Justice
   - Reproductive Justice
6. Your employer/organization name, website, city and county location, and phone.
7. Your current position at your organization. If you are a volunteer and/or not employed, please email Senior Program Associate Elizabeth Ayala ElizabethA@womensfoundca.org to discuss your eligibility for the program.
8. Is your organization a Building Health Community (BHC) Partner affiliated with The California Endowment?
9. Additional information about your organization such as the geographic area served.
10. Each individual applicant must upload an initialed and signed "2018-19 WPI – Local Applicant Requirements" form in order to complete an application to WPI-Local Government. This form should be downloaded from the online application page, signed by both the Applicant and the Employer, scanned, and uploaded as a completed document.

About the team narrative content

Please ensure that all members of the team participate in completing this team narrative. Team narratives should be written in English and must be submitted as a single PDF by one team member, identified as the Team Project Manager.

1. **Application cover page (1 page).** Please put the county the team is applying under at the top of the first page. Please then list all team members' names, titles, affiliations, and email addresses on that page, under the county listed. Do NOT include any other information.
2. **Overview of your team (2–3 pages).** Together the team prepares a two- to three-page overview in response to the following:

a. Who is part of your team? What experience, interests, and skills do they bring?
b. How did your team meet and why have you chosen to work together? If you are an existing team, how did you begin to work together and what is your history of working together?
c. Describe each team member's experience working
    i. In teams and/or collaborations (other than above);
    ii. On policy issues;
    iii. Participating in community organizing activities.
d. If one of your team members is a monolingual Spanish speaker, how will your team work together to be inclusive?
e. What is the distance between team members? How do you plan to get together in person for your webinar days? How do you plan to conduct your weekly meetings?
f. If there are other individuals or organizations who are likely to be significantly involved in the team's work, please describe them and their proposed contribution.

3. Policy Project Focus (1 page total)
    a. What community issue would you like to focus on during the training program? What is the problem and what evidence do you have that the problem exists? Why is this issue important?
    b. What do you want your local government(s) to do about the problem and who has that power?
    c. Do you know of other public entities (other cities, counties, or states) that have done what you are asking of your local government?
4. Description of the organizations involved (1-2 pages *total*).
    a. Describe the mission of each organization, including the issue the organization focuses on, the geographic reach of the organization, the demographics of the population the organization serves and the types of services the organization provides.
    b. Describe each organization's experience in collaborations.
    c. Describe how each organization will encourage the WPI-Local Government fellow to share what they have learned with the rest of the organization.
    d. Describe how each organization intends to continue participating in local policy advocacy beyond the training year.
5. Resume (1-2 pages each member)
    a. Each team member must submit a resume that is not to exceed two pages per person. It should be attached at the end of the team application packet.

All sections 1-5 must be combined into a SINGLE PDF and uploaded by one team member, identified as the Project Manager, onto their Individual Online Form. If no one on the team has the software to create a combined PDF, there are free programs on the web that allow you to do this.