

2019-20 WOMEN'S POLICY INSTITUTE - LOCAL
APPLICANT REQUIREMENTS

Both the Applicant and the Applicant's employer/supervisor must initial each requirement and sign at the bottom of the form to indicate that they understand and agree to the requirements. The WPI-Local Requirements document must be uploaded by each Applicant along with their own individual online application form.

Completion of this form signifies, if the applicant is chosen to participate in WPI-Local, that the applicant and employer understand and agree to the stated requirements.

Responsibilities of the Employer and Applicant

Employee Initial	Employer Initial	Requirements
		Applicant and Employer understand that this fellowship constitutes an "in-kind" grant of approximately \$25,000 per fellow. Though no payment to the organization will be made (the Foundation covers the cost of the trainings, travel, meals, and accommodations), the Applicant and Employer understand that the Applicant's full participation in the fellowship is equivalent to a grant requirement.
		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. Retreats and webinars followed by work time are as follows: <ul style="list-style-type: none"> • Retreat 1: April 17-18, 2019, Location: Oakland, California • Retreat 2: May 14-16, 2019, Location: Sacramento, California • Webinar 1: June 19, 2019, 10am – 12pm PST • Retreat 3: July 17-18, 2019, Location: Los Angeles, California • Webinar 2: September 11, 2019, 10am – 12pm PST • Webinar 3: October 16, 2019, 10am – 12pm PST • Retreat 4: February 26-27, 2019, Location: Riverside, California
		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 four 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.
		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.

	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.
	Employer will ensure and encourage Applicant to share what they are learning with other staff, volunteers, and Board whenever possible.
	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 two page policy platform, engaging community input and conducting at least 10 policy meetings over the course of the fellowship,) and staying in regular communication with the team regarding availability and potential barriers to participation.
	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.
	Applicant will conduct themselves professionally at all times within the Institute and while engaging with elected officials, county employees, policy advocates and community members.
	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.
	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.
	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.

We understand the requirements listed above and agree to them in whole.

Employee/Applicant Name: _____

Employee/Applicant Organization: _____

Employee/Applicant Affiliation/Title: _____

Date: _____ Signature: _____

Employer/Supervisor Name: _____

Employer/Supervisor Organization: _____

Employer/Supervisor Affiliation/Title: _____

Date: _____ Signature: _____