

WPI-State 2020-21
Applicant Requirements
Agreement

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 Applicant Requirements Agreement must be uploaded under the corresponding section in the online application form.

If the Applicant is selected to participate in WPI-State, completion of this form signifies that both the Applicant and Employer understand and agree to the stated requirements.

Applicant Initials (Agreement)	Employer Initials (Agreement)	Requirements
		1. Applicant and Employer understand that the Women’s Foundation of California will cover the cost of trainings, as well as any costs associated with potential travel to Sacramento or regionally, pending Covid-19. While there is no payment made to the fellow’s organization, the Applicant and Employer understand that the Applicant’s full participation in the fellowship is equivalent to a grant agreement between the Foundation and Employer.
		2. In the event any expense needs to be reimbursed to a fellow, Employer/Applicant understand that reimbursement requests are due three weeks from the last day of the retreat or expense date and that all stipends and reimbursements will be made via direct deposit. Employer/Applicant understand that direct deposit transfers may take up to 30 days to arrive after the Foundation 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 to work on the policy project in between retreats and throughout the 12-month program. This includes actively working with their team on their chosen state-level policy project during and between retreats, including participating in conference calls, working and advocating on their project, engaging community input, and staying in regular communication with their team and WFC staff via the team listserv regarding availability and potential barriers to participation.

Applicant Initials (Agreement)	Employer Initials (Agreement)	Requirements
		<p>4. Employer will fully support Applicant to attend all five retreats in their entirety and participate in all four webinars in their entirety, and Applicant understands that attending all five retreats and participating in all four webinars is a requirement. Applicant and Employer understand that while the retreats may be virtual due to covid-19, full participation and presence is expected and the Employer is expected to support the Applicant in doing so.</p> <p>Applicant initials confirm that retreats have been added to Applicant's calendar:</p> <p>____ Retreat 1: Tues., Oct. 20, 2020 – Fri., Oct. 23, 2020</p> <p>____ Retreat 2: Tues., Dec. 8, 2020 – Thurs., Dec. 10, 2020</p> <p>____ Retreat 3: Tues., Mar. 9, 2021 – Thurs., Mar. 11, 2021</p> <p>____ Retreat 4: Wed., May 12, 2021 – Thurs., May 13, 2021</p> <p>____ Retreat 5: Wed., Aug. 18, 2021 – Thurs., Aug. 19, 2021</p> <p>Applicant initials confirm that webinars have been added to Applicant's calendar:</p> <p>____ Webinar 1: Wed., Oct.14, 2020, 10:00 – 12:00 PM</p> <p>____ Webinar 2: Tues., Nov. 10, 2020, 1:30-3:30 PM</p> <p>____ Webinar 3: Wed., Feb. 3, 2021, 10:00-12:00 PM</p> <p>____ Webinar 4: Wed., April 14, 2021, 10:00-12:00 PM</p>
		<p>5. Employer will ensure that Applicant is not responsible for work during retreat times, including emails, written assignments, and conference calls. Retreats are fully booked and applicant must have full attention on the trainings and working with others during the retreat.</p>
		<p>6. Employer will ensure that the Applicant shares what they're learning with other staff, volunteers and Board (whenever possible).</p>
		<p>7. Employer affirms their understanding that applicant, if chosen for the fellowship, will be lobbying under the IRS definition of lobbying for 501c3 nonprofit organizations and will adhere to all state and federal laws regarding lobbying reporting.</p>
		<p>8. Applicant will maintain an email address that is checked frequently and communicate with the Foundation if potential barriers to participation arise.</p>

		9. Applicant will conduct themselves professionally at all times within the Institute and while engaging with elected officials, government employees, policy advocates and community members.
		10. Applicant will provide feedback to the Foundation on their experiences in the WPI-State program by filling out evaluations after each retreat and webinar and after completing the Institute.
		11. Applicant will participate in various assessments (e.g. leadership skills, self-awareness, etc.) as they align to the WPI-State curriculum to ensure that progress and learning continue for the duration of the Institute.
		12. Following completion of their WPI year, Applicant understands that they are strongly encouraged to stay connected through our WPI Alumni Network and keep us informed on how their WPI experience is impacting their organizations, fields and/or communities.
		13. Applicant understands that WPI-State tolerates neither anti-Blackness nor transphobia, and that our curriculum strives to challenge Applicant's understanding of policy advocacy through an intersectional framework. Applicant commits to participate in various reflective sessions that address the oppression of BIPOC, including the impacts of anti-Blackness and White Supremacy, cis-hetero-patriarchy, and xenophobia.

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: _____