

Cornell Public Service Center
Cornell Civic Leaders Fellowship Program
Request for application for the 2017-2018 Academic Year
DEADLINE: Friday, July 7, 2017

Program Description: The Cornell Civic Leaders Fellowship Program (CCLFP) invites two (2) community leaders involved in economic and/or community development efforts to join the Cornell community as both learners and teachers for an academic year. The program will award \$5,000 to each selected fellow. The selection will be based on the applicant's interest in furthering their leadership and capacity development through a project that they can accomplish in one year. Selection criteria will be based on the applicants' experiences, demonstration of leadership, involvement, interests in furthering their leadership capacity and developing connection with Cornell University faculty, students and staff, rather than on their educational backgrounds.

CCLFP Program Goals:

- Support leaders to provide assistance in their effort to address critical institutional and community problems whether local, national or international.
- Foster university and community practices that encourage greater commitment by all to community building, grassroots organizing and social responsibility.
- Strengthen and build regional university-community collaborative relationships to address local, national or international projects.
- Support community leaders as they reflect upon past practices, plan for the future and enhance the capacities of their communities, as well as to contribute to instructional and research activities, as appropriate and available. Community-based activities are the normal standard. However, these standards could be met via classroom or research settings, if opportunities are available.

Eligibility Requirements:

- Prior record of economic or community development and/or strong prior history of community involvement.
- A history of involvement or interest in developing relationships with university students.
- Residence in Broome, Cayuga, Chemung, Cortland, Seneca, Schuyler, Tioga or Tompkins County.

Application Guidelines: A selection committee consisting of faculty, university administrators, previous fellows and community leaders will review all complete applications. Proposals should be brief, no more than five (5) pages and include the following in the order stated:

1. A cover page with your name, contact information, project title and a brief abstract and summary of your prior experience relevant to the proposed project (less than 300 words)
2. A project proposal of no more than two (2) pages (font size 10, single spaced) that includes:
 - Complete description of the project and its objectives.
 - Define the community the project will serve
 - Explain how the project can be linked to both on-campus work and community capacity-building needs. Identification of university resources, staff or departments with which you want to interact is strongly recommended. An indication of any prior interaction with Cornell, in particular the groups being identified.
 - Provide method or criteria by which project will be evaluated and a plan for disseminating results of the project to the community.
3. Evidence of community support for the project (e.g. no more than three (3) letters of support attached to the application focused on the project).
4. A personal statement of no more than one (1) page demonstrating one's history of community involvement; how this experience will affect the applicant; or how the CCLFP experience will affect the applicant and how this experience will affect the person's organization.
5. A current résumé and three (3) personal references attached. (These can be the same people who wrote project support letters, but this letter should focus on the person, not the project.)

6. Please submit application materials electronically to ayk3@cornell.edu by **Friday, July 7, 2017**

Upon selection, as a CCFLP fellows must be available to:

- Attend an awards dinner with the program advisory and selection committee members and university faculty on Friday, September 8, 2017 at 5:30 p.m. Location is yet to be determined
- Attend an orientation session on that includes meetings with the Cornell library system and Cornell Information Technologies (CIT) staff, university faculty and others as relevant to proposal.
- Complete a Cornell application for employment, a W-2's and an I-9 form, Inventions and Related Property Rights Assignment, Conflict of Interest and others for Cornell University.
- As appropriate, serve as an occasional guest lecturer in courses and colloquia.
- Commit to being on campus a minimum of one day a month from September 2017-May 2018 to meet with the PSC's Associate Director, Service-Learning
- Present Fellows' learning experience with the program on campus and other possible venues
- Present Fellows' end of year project experience on campus on Friday, September 10, 2018
- Sign a Letter of Agreement with regards meeting to the above expectations and requirements.

Fellowship Benefits/Privileges:

- Each CCFLP fellow will receive \$5,000. This money can be used to support travel, housing, sabbatical leave expenses and community project expenses or to help match sponsoring agency support (the award is not automatically tax-exempt).
- Affiliation with the Cornell Public Service Center.
- Orientation to Cornell University and its resources; access to the university's libraries.
- Assignment of a Cornell net ID (for e-mail and access to Cornell electronic resources).
- Limited support from and interaction with faculty, undergraduates and/or university staff.
- Access to Cornell University Human Resources workshops.
- An opportunity to hire one Federal Work-Study student to assist with the project at **no cost** to the fellow or the participating organization(s).

Submit completed applications electronically by close of business (5pm) Friday, July 7, 2017 to:

Amy Somchanhmvong
Associate Director, Community Service-Learning & Partnership
Cornell Public Service Center
Ayk3@cornell.edu
607-254-8072

For further information, contact: ayk3@cornell.edu or 607-254-8072