

**Application Checklist**

- Application
- Narrative answering the listed questions at the end of the application
- A one-page description of your organization and its services
- A resume that covers, at minimum, the past ten years, and reflects your involvement in your field, including board or commission appointments, awards, etc.
- A list of three local references, with contact information, who can speak both about your organization and about your role as a leader in the sector
- A brief letter of endorsement, signed by the organization's board chair, which includes a plan for organizational management during your proposed absence and upon your return, as well as a guarantee of maintenance of regular health or other benefits during the sabbatical period
- A brief plan to establish a permanent, revolving professional development fund and leave policy for the organization's staff (up to \$5,000 of additional support if available.) If the professional development funds are not being requested, please explain why

All supplemental materials should be printed on standard 8 ½ x 11 paper. Please DO NOT use staples. Materials must be postmarked by January 31, 2019 to: Robin Stropko, Fieldstone Leadership Network, 14 Corporate Plaza Drive, Suite 100, Newport Beach, CA 92660.

**Mandatory Dates of Program**

**IMPORTANT: Please take note of the following meeting dates. These days cannot be changed; therefore, if you are not available on the days of the site visits, interviews or orientation meeting you are not eligible to apply this year. Interviews must take place in person.**

Finalists will be contacted to schedule a visit to their work place by one or more members of the selection committee. The site visits (to include staff and board chair) will be held on:

- February 28, 2019 in Orange County
- March 1, 2019 in San Diego

Finalists will also be required to participate in the following meetings held in San Diego:

- An interview with the selection committee on April 4 or 5, 2019
- A mandatory orientation meeting held on June 6, 2019

Notification of awards will be made on or before May 30, 2019.



## 2019 CLARE ROSE SABBATICAL PROGRAM Confidential Application

Name \_\_\_\_\_  
Last First Middle Nickname

Title \_\_\_\_\_ Organization \_\_\_\_\_

Work Address \_\_\_\_\_

City State Zip

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Web Address \_\_\_\_\_

Home Address \_\_\_\_\_

City State Zip

Projected sabbatical dates: \_\_\_\_\_

Organizational request for Professional Development Fund (dollar amount) \_\_\_\_\_

### ***Organizational Information***

Annual Operating Budget \_\_\_\_\_ Number of Staff: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

Are you responsible for fundraising? \_\_\_\_\_

Does your organization have an endowment? Yes No If yes, what is the size of the endowment? \_\_\_\_\_

Annual Vacation Policy \_\_\_\_\_

### ***Personal Information***

Annual Salary \_\_\_\_\_ Total Household Income \_\_\_\_\_

Do you derive income from any source other than your salary? If so, please describe

Number of dependents, if any \_\_\_\_\_

Do you have any extenuating financial circumstances of which Fieldstone Leadership Network should be aware?

\_\_\_\_\_ If so, please describe

Have you participated in a Fieldstone Executive Learning Group: Yes No Year: \_\_\_\_\_

Have you participated in the Fieldstone Coaching Program: Yes No Year: \_\_\_\_\_

## ***Sabbatical Budget***

### *Salary and Benefits*

- Monthly Salary	_____
- Monthly Benefits	_____
Subtotal	_____
- Number of Months	_____
<b>Subtotal Salary and Benefits</b>	_____
(Salary + Benefits) x (Months)	_____

### *Approximate Expenses*

_____	_____
_____	_____
_____	_____
_____	_____
<b>Subtotal Expenses</b>	_____

### **TOTAL PRELIMINARY BUDGET\***

(not to exceed \$40,000)

\_\_\_\_\_

## ***Narrative***

Please attach a letter of no more than five pages that addresses the following questions:

1. Why are you engaged in your current field of work?
2. What significant lessons have you learned along the way?
3. What do you see yourself doing five years from now?
4. What three things would make your job more manageable and less stressful, and why?
5. What is the projected length of your sabbatical? How would you like to use your time?
6. Why have you chosen this year to apply for a sabbatical?
7. How do you envision building in time for reflection during a sabbatical?

## ***Photo Release***

The work of Fieldstone Leadership Network includes the taking of pictures of our leadership programs and participants and our involvement with the community. As a partner with us and a participant in our various programs, you acknowledge that your image may appear in our photographs and videos. By completing and submitting this application, you agree to give permission to Fieldstone Leadership Network to use these images in our publications and communication vehicles, including our website and social media platforms.

For the first time in our history, we are seeking financial support from grantmakers so that together we may continue providing necessary and impactful leadership work in the nonprofit community. Corporate and community foundations, and local and international funders request basic demographic data, and your assistance with this request of information is greatly appreciated.

1. Does your organization provide services for low income clients as described by your agency?

Yes

No

2. Does your organization provide services for moderate income clients as described by your agency?

Yes

No

3. What is the average age of the clients your organization supports? Click all that apply.

Under 12 years of age

12-17 years of age

18-24 years of age

25-34 years of age

35-44 years of age

45-54 years of age

55-64 years of age

65-74 years of age

75 years or older

4. Please specify the primary ethnicity(ies) of your clients. Indicate all that apply.

White or Caucasian

Hispanic or Latino

Black or African American

Native American or American Indian

Asian/Pacific Islander

Other (please specify)