Nonprofit Leadership Alliance Career Development Award
Student Application Guide

About the Alliance Career Development Award

The Nonprofit Leadership Alliance Career Development Award program is designed to eliminate the barrier of an unpaid internship and increase diversity of the nonprofit workforce by providing $2,000 internship stipends for students completing their Certified Nonprofit Professional (CNP) credential. The program also fosters partnerships with internship sites, building stronger relationships with our national and local partners. The stipend is provided in two checks to the student, one at the beginning of the internship, and one at the completion of the internship.

The Career Development stipend is awarded through a competitive process. The purpose of this Guide is to assist applicants to submit a strong application. The application requires notation of student volunteer and leadership activities, a 500 essay on one of the topics provided, and two letters of recommendation. After submission, the application is reviewed by the applicant's Alliance Program Campus Director and critiqued by a committee of faculty and nonprofit professionals.

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Student Eligibility Requirements

In order to be eligible for the Alliance Career Development Award, you must be:

❖ Enrolled in an affiliated Nonprofit Leadership Alliance campus program

❖ With an active online CNP Profile including:

  o Student Enrollment fee paid

  o Profile approval from your campus director (status as Actively Seeking Certification)

❖ A junior, senior, post-baccalaureate, or graduate student

❖ Prepared to begin a nonprofit internship** that meets the requirements of <u>both</u> the Certified Nonprofit Professional credential and those of your individual campus

> **This stipulation means that you have not yet conducted an internship that meets the 300 hour Alliance CNP credential internship requirement. The Career Development internship must be at least 300 hours and must begin after the letter of internship agreement is signed.**
>
> **Please see Internship Site Eligibility below for information regarding acceptable internship locations.

❖ Committed to completing all CNP credential requirements and earning your CNP immediately upon graduation with your Bachelor's or Master's degree. All five CNP requirements must be met:

  o Completion of CNP competencies through coursework

  o 300 hour internship

  o Attendance at AMI (Alliance Management Institute), or Virtual AMI

  o Leadership/Service activities

  o Completion of Bachelor's or Master's degree

❖ Able to complete the entire required 300-hour internship experience at one organization.

❖ Willing to participate in a program evaluation and longitudinal study in which you will complete a brief survey upon completion of your internship and annually for **five years** after graduation.

Internship Site Eligibility Requirements

Internship sites that are utilized for the Alliance Career Development must:

❖ Be classified as a 501(c)(3) tax exempt organization

❖ Not be a part of the student's college or university*

*Organizations that are affiliated with the campus may be acceptable, as long as they **do not** share the same tax ID as the campus itself.

Application Review and Scoring Factors

The scoring of an Alliance Career Development application is divided into three parts:

1. Campus Director Evaluation form
2. Review of application by Alliance Career Development Selection Committee
3. Consideration of weighting factors

Campus Director Evaluation Form

Your Campus Director will review your application and provide an evaluation based on your progress in the CNP program and your likelihood of completing CNP requirements. A Campus Director Evaluation is required before the application will be forward to the Selection Committee.

Review of application by Alliance Career Development Selection Committee

Eligible applications are forwarded to the Selection Committee for a blind review. All identifying information is removed from the student application. This includes the student's name, campus affiliate, etc. The committee is comprised of Nonprofit Leadership Alliance Campus Directors and faculty, CNPs, National Board Members, and National Workforce Affiliate Executives.

Reviewers are expected to avoid any conflicts of interest and abstain from scoring an applicant with which there is (or appears to be) a conflict.

The Selection Committee scores each eligible application on the basis of four (4) factors:

Leadership and Engagement Experience: This portion of the application requests the student to demonstrate an overall commitment to improving their community. Students are asked to provide two volunteer leadership/service experiences (which are encouraged to be in the Alliance Student Association), and must be within two years of the application. Please be specific in discussing your role and the impact of the role/project.

Essay: Three essay prompts are listed asking applicants to discuss their leadership experience, experiences in diverse populations and contexts, and internship goals. You only need to respond to one essay prompt. The essay is

critiqued on clarity and appropriateness of content and form. Please use Word to type out your essay and upload it in Section 7 of the application. It is highly recommended that you have someone to proofread your essay before submission to avoid spelling and grammatical errors.

Two (2) Letters of Recommendation: At least one letter should be from a campus leader (faculty, advisor, or administrator) other than your campus director. Your campus director will have an opportunity to complete a student evaluation. The second letter can be from your employer (i.e., supervisor, manager), or community leader (i.e., official leaders, civic leader, or religious leader).

Additional points included in the final score

Additional points are added after the Selection Committee submits their scores. These items are **not required** for your application.

Financial Need: In order to help more students for whom an unpaid internship would be a barrier to CNP completion, students are requested to provide their FAFSA Estimated Family Contribution number (EFC). The submitted EFC will be weighted appropriately to assess financial need. Students who do not provide an EFC will be assumed to be in the top financial percentile and will not receive weighting. To obtain your EFC report, visit FAFSA at https://fafsa.ed.gov/.

Internship with Alliance Nonprofit Partner: Preference will be given to students who have acquired internships with the Nonprofit Leadership Alliance's National Nonprofit Partners. For a list of current partners please visit www.nonprofitleadershipalliance.org.

The Nonprofit Leadership Alliance reserves the right to change any component of the Alliance Career Development Award and application process at any time. This includes scoring criteria, terms, and conditions.

Completing the Career Development Award Application

All applications are submitted online. Please note that you <u>WILL NOT</u> be able to save your work and come back to it later in the online application. We highly advise you complete your responses beforehand and copy/paste them into the application. The essay must be typed in Word and uploaded to application before submission.

Section 1: General Information: This section asks general demographic information including:

- ❖ Name
- ❖ Address
- ❖ Phone number and email

Section 2: Student Eligibility: Applicants must currently be attending an Alliance campus partner institution and enrolled in the CNP program. This section includes information directly related to the eligibility of the applicant including:

- ❖ College or University
- ❖ Academic Level
- ❖ Anticipated graduation date
- ❖ Anticipated CNP completion date
- ❖ Indication of an active Alliance student profile
- ❖ Indication of paid enrollment fee
- ❖ Indication of potential need for assistant in securing internship site
- ❖ Indication of willingness to participate in research study if awarded stipend
- ❖ Indication of understanding that if you do not complete internship, the full stipend will not be awarded and that you may be required to pay back any stipend funds received.
- ❖ Alliance Management Institute (AMI) status
- ❖ Internship status

Section 3: Leadership and Engagement Experience: This portion of the application requests the student demonstrate an overall commitment to improving their community. This section asks the applicant to provide the following information:

- ❖ Leadership and Engagement Experiences: List and describe two leadership and service experiences within the community or on campus (which are encouraged to be in your Alliance Student Association). You must include the name of activity, your role and impact of the experience or project (75 word limit), and approximate start and end dates.

Section 4: Essay

- ❖ Essay prompts: In 500 words or fewer, select one essay prompts that best describes how your leadership, diversity or internship goals.
- ❖ Your essay should be typed in Word document, double-spaced on standard-sized (8.5" x 11") with 1" margins on all sides. You should use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.
- ❖ Essay is scored based on content and organization of ideas, proper grammar, and spelling. You are encouraged to have someone proofread your essay before submission.
- ❖ Essay must be uploaded in section 7 of the application.

Section 5: Letters of Recommendation:

- ❖ Two formal letters of recommendation are required.
- ❖ At least one letter should be from your campus leader (faculty, advisor, or administrator) other than your campus director. The second letter can be from your employer (i.e., supervisor, manager), or community leader (i.e., official leaders, civic leader, religious leader).
- ❖ Letter must be typed on a letterhead, dated and signed.
- ❖ Must upload letters of recommendation in section 7 of the application before submitting.

Section 6: Extra Points:

- ❖ Internship with Alliance national nonprofit partner. Information required is partner name, city and state, and internship supervisor/mentor name and contact phone number and email.
- ❖ Financial Need: Applicant may submit their FAFSA Estimated Family Contribution number (EFC). To retrieve this information log into your account through fafsa.ed.gov. The EFC number is included on your confirmation page, please create a PDF of this page and upload in section 7 of application when submitting.

Section 7: Upload Documents and Application Certification: At the end of the application, all documents must be uploaded to the application. The online application form will ask you to verify the information contained in your application and your understanding of the terms of the award.

Alliance Career Development Award Application Instructions and Preparation

Dates and Deadlines

Application Open:	August 15, 2016
Application Deadline:	November 7, 2016
Award Notices:	December 5, 2016
Internships must be completed by:	December 2017

Staff

Please contact the national office with any questions about Alliance Career Development Award. internshipaward@nonprofitleadershipalliance.org

Alliance Career Development Award Application Instructions and Preparation