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 scholarship 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 word essay on one of the topics provided, and two letters of recommendation. The applicant's Alliance Program Campus Director completes a separate evaluation form once the application is submitted. Both the Student Application and Campus Director Referral are due on Monday, October 8th 2018. A Selection Committee, composed of faculty and nonprofit professionals, reviews each application and recommends the award recipients.

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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.
- ❖ Have an active online CNP Profile including:
  - o Student enrollment fee paid
  - o Profile approval from your campus director (status as Actively Seeking Certification).
- ❖ **Be a junior, senior, post-baccalaureate, or graduate student.**
- ❖ Have completed or scheduled to complete nonprofit specific coursework, including introductory nonprofit sector coursework prior to beginning the internship.
- ❖ Plan to complete an internship in fall 2018 or during calendar year 2019 that meets the requirements of both the Certified Nonprofit Professional credential and those of your individual campus program.

  > *Note: Beginning with the 2020 Career Development Award cycle, only students completing their internship in calendar year 2020 will be eligible for the Career Development Award.**

  > **Please see Internship Site Eligibility below for information regarding acceptable internship locations.

- ❖ Be committed to finishing all CNP credential requirements and earning your CNP immediately upon graduation with your Bachelor's degree or completion of graduate level requirements including:
  - o Completion of CNP competency requirements through coursework as set by your university or college.
  - o Completion of a 300 hour internship at one organization.
  - o Attendance at AMI (Alliance Management Institute), or Virtual AMI
  - o Completion of Leadership/Service activities
  - o Completion of Bachelor's degree
- ❖ Participate in a program evaluation and longitudinal study.

Internship Site Eligibility Requirements

Internship sites that are utilized for the Alliance Career Development Award 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.

Completing the Career Development Award Application Process

Both the Student Application and Campus Director Referral are submitted online via SurveyMonkey. Please note that you **WILL** 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 the application before submission. It's the applying student's job to make sure the Campus Director Referral is submitted by their Campus Director by October 8th, 2018. The following information describes in detail the sections within the Student Application.

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

❖ Name
❖ Address
❖ Phone number and email

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

❖ College or University
❖ Academic Level
❖ Completion or scheduled completion of nonprofit specific coursework, including introductory nonprofit sector course
❖ Anticipated graduation date
❖ Anticipated CNP completion date
❖ Indication of an active Alliance student profile
❖ Indication of paid enrollment fee
❖ Indication of potential need for assistance in securing internship site
❖ Indication of willingness to participate in research study if awarded stipend

- ❖ Indication of understanding that if you do not complete an 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, organization(s) involved, your role and impact of the experience or project (75 word limit), and approximate start and end dates.

Section 4: Essay

- ❖ Essay prompts: Select one essay prompt that best describes your leadership, diversity or internship goals/achievements (500 word limit).
- ❖ 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.
- ❖ Your essay should be typed in Word document, double-spaced on standard-sized paper (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. **Please include your name on your essay.**
- ❖ Upload essay to online application.

Section 5: Letters of Recommendation:

- ❖ Two formal letters of recommendation are required.
- ❖ At least one letter should be from a 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, dated and signed.
- ❖ Must upload letters of recommendation to online application before submitting.

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Section 6: Extra Points:

❖ Internship with an Alliance Nonprofit Workforce Partner. Information required is partner name, city and state, and internship supervisor/mentor name and contact phone number or email. Please reach out to Katie Rossman at Katie.Rossman@nonprofitleadershipalliancr.org to be connected to one of our National Nonprofit Workforce Partners.

❖ 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 to online application before submitting.

*These are NOT eligibility criteria. If you do not meet all or any of these criteria, your application will NOT be negatively impacted.

Section 7: Application Certification: At the end of the application, please double check that all documents required are 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.

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 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 forwarded to the Selection Committee. This form is due with the Student Application on Monday, October 8th, 2018.

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 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/achievements. You only need to respond to one essay prompt. The essay is critiqued on clarity and appropriateness of content and form. 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.

Internship with Alliance Nonprofit Partner: Points will be given to students who have acquired or completed internships with the Nonprofit Leadership Alliance's National Nonprofit Workforce Partners. For a list of current partners please visit https://www.nonprofitleadershipalliance.org/about/nonprofit-partners/

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/.

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.

Dates and Deadlines

Application Open:	July 31st, 2018
Application Deadline:	October 8, 2018
Award Notices:	November 9, 2018
Internships must be completed by:	December 31st, 2019

Need help?

Please contact Andrew Juarez at the Alliance national office with any questions about Alliance Career Development Award at andrew.juarez@nonprofitleadershipalliance.org

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