Prospective Host Organizations Information and Application
2015-2016 Program Year

Below you will find information about the program and what you can expect as a partner organization. If you have any questions, please contact Heidi Gross (heidi-gross@northwestern.edu or 847-467-1821).

Fellowship Description
NUPIP Fellows are top recent graduates from Northwestern University placed at a Chicago-area nonprofit or civic organization for full-time work over a period of 9-12 months. Candidates for NUPIP Fellowships go through a rigorous screening process, which includes multiple interviews with Northwestern faculty, staff and alumni, and culminates with host organization interviews of final candidates.

Once the Fellowship year begins, NUPIP supports biweekly professional development and educational seminars, a mentorship program, and periodic networking activities for Fellows. Host organizations commit to providing a modest monthly stipend, access to basic health benefits, and a small placement fee to help support NUPIP programming and their Fellows' professional development activities.

Why organizations participate:

• **Skilled Applicants:** Organizations access an exceptional applicant pool with: general training in writing, analysis, and research; a responsible work ethic; creativity; teamwork skills; and the ability to meet deadlines.

• **Commitment:** NUPIP Fellows are drawn from a competitive pool of outstanding students committed to public interest work.

• **Screening:** NUPIP narrows the applicant pool to 3-5 candidates who specifically match each organization's stated needs. The organization then interviews and chooses among the selected candidates. Organizations are NOT committed to taking a Fellow if they do not identify a good match during the interview process.

• **Strengthening the Nonprofit Community:** NUPIP offers partner organizations the chance to introduce talented newcomers to the nonprofit community. Additionally, mentorship from a dedicated group of accomplished alumni and biweekly professional development seminars provide Fellows with valuable skills that they can contribute back to their host organizations.
NUPIP Provides:

- A motivated Northwestern graduate with **skills and interests that match your organization's work**
- **Biweekly professional development seminars** on a wide range of issues for NUPIP Fellows
- A **partnership with Northwestern University** and access to resources offered by the University
- A **Northwestern University alumni mentor** for each NUPIP Fellow
- **Access to a network of dozens of top Chicago-area non-profits and civic organizations** through the community of Public Interest Program Fellows placed at diverse organizations throughout the area
- The **opportunity to develop future leadership** and a commitment to positive social change among talented recent college graduates (many of whom receive offers to continue to work at their host organization after the conclusion of their Fellowship term)
- **Support and consultation** for NUPIP Fellows, organizations, and supervisors throughout the Fellowship year

**Host Organizations are expected to:**

- Provide **challenging and meaningful work** for the Fellow
- Provide **orientation and training** specific to your organization
- Provide **thoughtful supervision** for the Fellow
- Allow Fellow to attend **NUPIP bi-weekly seminars** which provide professional development and networking opportunities for the Fellowship cohort
- Provide **basic financial support for your Fellow position**, usually around **$26,000 total for the term of the Fellowship** (12 months) -- which includes a stipend of $25,000 (average*) directly to the Fellow and a placement fee of $1,000 to NUPIP. Host organizations are also responsible for providing basic health insurance benefits to their Fellow.
- Comply with the **policies and procedures** of the NU Public Interest Program

*The exact stipend amount is set by the individual organization, and typically ranges from $22,000-$28,000 for a full-year Fellowship. This annual stipend can also be prorated for a shorter term of service (9-11 months).*
The Application and Matching Process

Applications for partner organizations are now available at [www.nupip.org](http://www.nupip.org). Applications can be submitted online, by fax, or by email.

**January 30th, 2015**
• Prospective host organizations applications are due

**March 2015**
• Host organizations are informed of matches and mailed application materials, interviews scheduled
• Matched candidates complete interviews with host organizations

**April 2015**
• First-round placements are finalized
• Begin second round of matches (if necessary)
• Fellowship Agreement signed by Fellow and supervisor

**May or June 2015**
• Host organizations and NUPIP Fellows (incoming and outgoing) attend Spring Reception

**Between June and September 2015**
• Fellows begin work at host organization. Fellowship must run at least 9 months. Start dates and other timing details should be arranged between the organization and Fellow.

**September 2015**
• Weekly NUPIP Seminar begins
Northwestern University Public Interest Program 2015-16
Host Organization Proposal

Proposals are due by January 30th, 2015 to ensure full consideration. Late applications will be considered as space allows. Applications can be submitted by email: nupip@northwestern.edu, by fax to: 847-467-2286 or online: www.nupip.org.

NUPIP Host Organization Proposal 2015-2016

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<td>Organization Name:</td>
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<td>Organization Website:</td>
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<td>Contact Person for Application and Placement Process:</td>
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Draft Overview of Fellow’s Prospective Job Responsibilities

How will the Fellow’s responsibilities fit into the work of the organization?

Qualities and Skills Desired of Fellow
Tentative Fellowship Dates and Financial Information

Tentative Start Date:

_____June 2015    _____July 2015    _____August 2015    _____September 2015

Anticipated Length of Fellowship:

_____9 months    _____10 months    _____11 months    _____12 months

The average stipend is around $25,000 for a full-year fellowship. The stipend provided for a fellow should fall between $22,000 - $28,000 annually (which can be prorated for 9, 10, or 11 month fellowships). Please indicate the likely range of the stipend your organization can provide, based on an annual projection (even if your position is less than 12 months). This is non-binding, but will be used to give prospective fellows a sense of what to expect when they consider prospective host sites.

_____$22-$24,000    _____$24-$26,000    _____$26-$28,000

Please give us a general sense of your organization’s overall size. Metrics like estimated annual budget or staff size are helpful reference points, if possible.

Supervisor Information (if known):

Name: 

Title: 

Phone: _______________ E-mail Address: __________________________

Other Comments or Questions

If you have any immediate questions about hosting an NUPIP Fellow or this application, please contact Heidi Gross at heidi-gross@northwestern.edu or 847-467-1821.