

## **ROTARY CLUB of FLORENCE: PROFESSIONAL DEVELOPMENT FELLOWSHIP GRANT**

2025 Application Guidelines for professionals in the Siuslaw/Mapleton area

**Application Deadline: Friday, February 14, 2025.**

### **Mission Statement**

Florence Rotary Fellowship for Professional Development Grant is given to enrich the personal and professional growth of professionals, recognizing and supporting them as they identify and pursue opportunities that will have the greatest continuing impact on their practice and on the performance of their organization in the Florence community.

### **Eligibility**

Basic eligibility requirements include the following:

- Staff member (32hrs/wk minimum, volunteer or compensated) of an organization in the Florence or Mapleton/Siuslaw region.
- Minimum of one year in a professional staff position
- Must have the intention of remaining with their sponsoring organization for at least a year.
- Recipients will not have received a Fellowship grant within the last five years.
- Proposed professional development activity must take place prior to October 31, 2025.

### **Cover Sheet**

In order to complete the cover sheet, you will need the contact information for yourself, your organization, and the email address of your supervisor or board chair/president.

Please provide a 1-2 sentence (no more than 150 characters) project description prepared before you begin. This description should capture the essence of your project. You should also include your professional title and responsibilities in your current organization; length of time with the organization; hours assigned per week; a contact phone number; an email address.

This document must be signed by both you and your organizational sponsor, and should be received by Friday, February 14, 2025. Your sponsor's signature is only to verify the information you have included on your coversheet.

Your application materials should be emailed to: [meg@siuslawlibrary.org](mailto:meg@siuslawlibrary.org).

### **Proposal**

Using no more than two pages, please state your proposed professional development activity.

Describe the residents your organization serves.

What specific skills/knowledge do you propose to improve?

How would a Fellowship Grant improve your skills and the service your organization provides for the residents you serve.

What specific programs or experiences have you identified to help you achieve your goal? When do you plan to use these resources?

## **Budget**

How much will your proposal cost? (The grant is for a maximum of \$2,000. It may be used with other sources to achieve Fellowship Grant objectives.) Estimate the amounts of the grant to be used for:

Transportation

Lodging

Food (\$75/day)

Registration fees

Materials and supplies

Equipment if needed

Other

## **Application Review and Notification**

Florence Rotary Fellowship will convene a Selection Committee appropriate for applications received. A blind review of the application is conducted by the Selection Committee (proposals are separated from the applicant cover sheet). Merit of the application, as determined by the Selection Committee, will be the sole criterion. The Selection Committee scoring is confidential and feedback will not be provided.

## **All applicants will be notified, by mail, of the results of the selection committee by March 1, 2025**

Following a mandatory orientation, checks will be issued to fellows for invoiced expenses up to 90 percent of the grant value. A check for the remaining 10 percent is issued after the recipient has submitted post-fellowship reports to Florence Rotary Fellowship program and made a short presentation to the Rotary Club of Florence at a weekly meeting.

**APPLICATIONS MUST BE SUBMITTED VIA EMAIL TO [MEG@SIUSLAWLIBRARY.ORG](mailto:MEG@SIUSLAWLIBRARY.ORG) NO LATER THAN FEBRUARY 14, 2025 TO BE CONSIDERED.**

## **Post Fellowship Reporting Guidelines and Presentation**

Your Rotary Fellowship report is due no later than 60 days after the completion of your professional development activity. Any failure to complete this summary will be reported to your sponsoring organization. In order to receive a final payment, you must complete this summary and make a five-minute presentation regarding your development activity to the Rotary Club of Florence.

Florence Rotary Professional Development Fellows are required to do the following upon completion of the approved professional development grant:

1. Provide receipts and documentation of expenses
2. Complete a post-fellowship summary
3. Give a five-minute presentation about your fellowship activities at a Rotary Club of Florence weekly meeting

The final 10% payment will be made upon completion of these reports.

### **Expense Report Guidelines**

The grant is for up to \$2,000. Florence Rotary will advance 90% of the approved amount for expenses upon submission of this agreement; the remaining 10% will be paid to the applicant upon submission of the final report.

Please prepare your expense report according to the guidelines below.

1. All funds must be expended and all expenses must be reported. Expenses must be presented in chronological order.
2. Receipts for items or services purchased are required and must be reported. Obtaining receipts in foreign countries or for merchants such as cab drivers and street vendors can be difficult and we recommend you design a receipt for these instances. Include the vendor's name, date of purchase, item purchased and cost.
3. Florence Rotary will accept copies of your original receipts. Multiple receipts can be copied onto one page. If original receipts are used, tape your receipts to an 8 ½ x 11 piece of paper. Each receipt must be labeled with the number that corresponds to the receipt's row number on the expense report.
4. All expense reports must be completed in US dollars. The conversion rate must be included on your expense report in the field provided. Each receipt must also be converted. As exchange rates fluctuate, choose an average rate to use for your reports.
5. Rotary will accept the expense of gasoline for car rentals. In the use of a personal vehicle, \$0.70 (70 cents) per mile will be paid. This rate is the 2025 IRS approved rate which accounts for gasoline, depreciation of vehicle, etc.
6. Expense reports should reflect ONLY the expenditures of the grant recipient and not his/her travel companions.
7. Retain a copy of your expense report / receipts for your personal records. Florence Rotary Club will not return any post fellowship reports.

8. After the receipt and approval of your final expenses and reports a check for the balance will be mailed to your home address. If this address has changed, please alert us immediately.

## **Post-Fellowship Summary Guidelines**

### **A. Content**

The purpose of the two-page summary is to detail your fellowship in terms of what you learned and how you plan to incorporate that knowledge into your agency and the nonprofit community. Please address the following sections. The questions are given to help you think about your fellowship's impact. The questions are not meant to restrict your responses. We would like to know what you have already accomplished, as well as what you plan to accomplish, as you integrate your fellowship learning into your agency. Please include between two and five photos along with your report.

### **I. Introductory information**

Please include your name, your sponsoring organization, and the title of your fellowship activity.

### **II. Project Summary**

In narrative form, describe your fellowship. Tell the reader where you went and why. What inspired you to propose your fellowship? What inspired you while you were on your fellowship? It may be helpful to return to the "Key Questions" addressed within your FRFFT proposal. Make sure to address specific points of interest.

### **III. Section Two: Professional and Personal Growth**

How were you personally challenged on this fellowship? Did you overcome any fears or obstacles? How was your passion for learning affected? How have you grown as a person? Professionally, did you learn new skills to teach? How have your instructional strategies changed? Have you been able to bring more authentic experiences and work to the classroom?

### **IV. Section Three: Benefits to your agency and the nonprofit Community**

How has your fellowship influenced your agency and the nonprofit community?

### **IV: Section Four: Works in Progress**

How has your fellowship spurred you to action? Are you presenting your experience to peers during an in-service? Are there any events at your agency based on your fellowship?

### **Post-Fellowship Agreement**

These Rotary Fellowship reports are due no later than 60 days following completion of the proposed professional development activity. Failure to submit your expenses, the post-fellowship summary, and/or a presentation to the Rotary Club of Florence will be reported to the applicant's sponsoring organization and will result in no final payment.

I have read and agree to abide by these guidelines:

Signed \_\_\_\_\_ Date \_\_\_\_\_