

Women’s Policy Institute Application 2023-2024

Mississippi Women’s Policy Institute: 2023-2024 Applicant Requirements Agreement

Both the Applicant and the Applicant’s employer/supervisor (if applicable) must **initial each requirement and sign at the bottom of the form** to indicate that they understand and agree to the requirements. The Applicant Requirements Agreement must be completed and submitted with other application materials to be considered. If the Applicant is selected to participate in WPI, completion of this form signifies that both the Applicant and Employer understand and agree to the stated requirements.

Applicant Initials (Agreement)	Employer Initials (Agreement)	Requirements
		1. Applicant and Employer understand that this fellowship constitutes an “in-kind” grant of approximately \$7,500 per fellow. Though no payment to the Employer will be made, the Applicant and Employer understand that the Applicant’s full participation in the fellowship is equivalent to a grant requirement.
		3. During the Institute, Employer will fully support Applicant in spending approximately 20 hours/month of staff time working on a policy project.
		4. Employer will ensure that the Applicant shares what they are learning with other staff, volunteers and, if possible, with the board of the applicant organization.
		5. Employer will fully support Applicant, should they be chosen to participate in the WPI, to attend <u>ALL trainings in their entirety</u> and to participate in <u>ALL webinars</u> , and Applicant understands that attending ALL trainings and participating in ALL webinars is a requirement.
		6. Applicant understands that while exceptions to the retreat attendance requirement may be made in case of personal emergencies, participants who miss a significant number of retreat days and/or webinars may lose their fellowship.

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		8. Applicant will maintain an email address that is checked daily and communicate with the Foundation if potential barriers to participation arise.
		9. Applicant will conduct themselves professionally at all times within the Institute and while engaging with elected officials, staffers, policy advocates and community members.
		10. Applicant will provide feedback to the Foundation on their experiences in the WPI program by filling out evaluations after each training and after completing the Institute.
		11. Following completion of the WPI program, Applicant understands that they are strongly encouraged to stay connected and keep us informed on how their WPI experience is impacting their organizations, fields and/or communities.

We understand the requirements listed above and agree to them in whole.

Employee/Applicant Name: _____
Employee/Applicant Organization: _____
Employee/Applicant Affiliation/Title: _____

Date: _____
Signature: _____

If applicable:
Employer/Supervisor Name: _____
Employer/Supervisor Organization: _____
Employer/Supervisor Affiliation/Title: _____

Date: _____
Signature: _____