2019 Voqal Fellowship
Application Guide

This is a guide to complete the application for the 2019 Voqal Fellowship program. Information on eligibility, program elements, and requirements can be found at bit.ly/VoqalFellowship

Applications must be submitted through Voqal's online system. The end of this document outlines step-by-step instructions for completing and submitting the applications.

Key Dates
September 4:   Applications Open
September 28: Applications Close
October: First round interviews
November: Finalist interviews
December: Decisions announced

Contact
For technical assistance, contact Mary Coleman, mcoleman@voqal.org

Application Questions
You will be asked to complete five application sections: Overview, The Pitch, About You, Work Samples, and References. The following is a brief outline of each section. The application form provides more details about expectations for each question, and you can download a full question list following the instructions on page four of this document (step #4).

Overview
Project Name: Give your project a title. *Character limit: 200*
Project Description: The elevator pitch. *Character limit: 750*
Nomination: Tell us if someone nominated you.
Publicity: Tell us how you learned about the fellowship.
Program Area: Tell us which program area your project falls under, choosing among Campaigning, Collaboration, Community/Connections, Media Platform, Mobile, Organizing, Politics, Software, Website, and Other. If you choose "other," be prepared to describe the program area in your own words.
Affiliation: Tell us if you are associated with a current Voqal grant recipient.
Eligibility: Confirm your eligibility for the program by indicating if you are/are not in a graduate program, can work legally in the United States, and are available for the required convenings.

The Pitch
Issue: What community will your project reach? Using facts, sources, and statistics, please explain the societal problem and how it affects the community. *Character limit: 2,000*
Impact: If the project is implemented, what will have changed for the community? How will the community be impacted? *Character limit: 2,000*
Project Summary: Please provide a detailed summary of the project. What are the specific actions, tasks, or steps you will take? Who will be engaged throughout the process? *Character limit: 2,000*
Timeline: Please provide a timeline for the project over the course of a six-month fellowship. Include major milestones. *Character limit: 750*
Competition: Tell us if any other individual or organization, to the best of your knowledge, is doing similar work and what is your competitive advantage if there is other work being done. *Character limit: 500*

Final Product: Voqal requires all fellows to submit a final product when the fellowship ends. Examples include a business plan, a project alpha, coding, or a mobile app. Please tell us what your final product might be and who will be able to engage with, benefit from, or utilize the product. *Character limit: 500*
Success: How will you know if the project is successful? What tools, systems of measurement, or other analytical means will you use? *Character limit: 1,000*

Budget: Please complete the Fellowship Project Budget Template found at http://voqal.org/forms/ to provide a detailed breakdown of expenses.
Resources: Describe what resources you will need to complete the project. *Character limit: 500*
Additional Funds: Tell us if you will raise additional funding to complete the project. *Character limit: 200*

About You
Your History: Describe your background and work experience, and/or upload a resume. *Character limit: 2,000*
Education: Choose your highest level of educational attainment.
Online Presence: Provide links to websites that provide more insight into you and your work. *Character limit: 500*
Why social entrepreneurship?: Please tell us what drives you as a social entrepreneur. *Character limit: 500*

Work Samples
Please share 2-3 successful projects you worked on. Projects can be anything from designing a website, to activating a social media campaign, to developing software, to getting a law or other legislation passed. Projects can be from personal, professional, or volunteer experiences. You will have space to describe the project and your role and upload any supporting material.

There is also space to share any additional information about you or your project that could not be captured in other application sections.

References
Please provide the name, title, email, and phone number of three different professional, academic, or community references. *Character limit: 750*
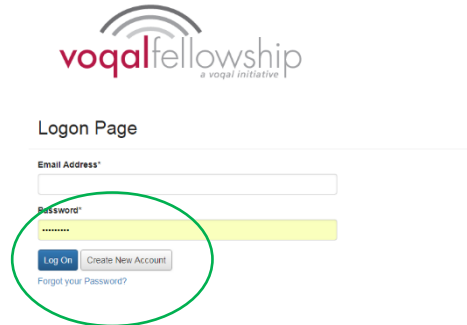
Application Submission Instructions
You can access the online system for submitting the application here: bit.ly/VoqalFellowship
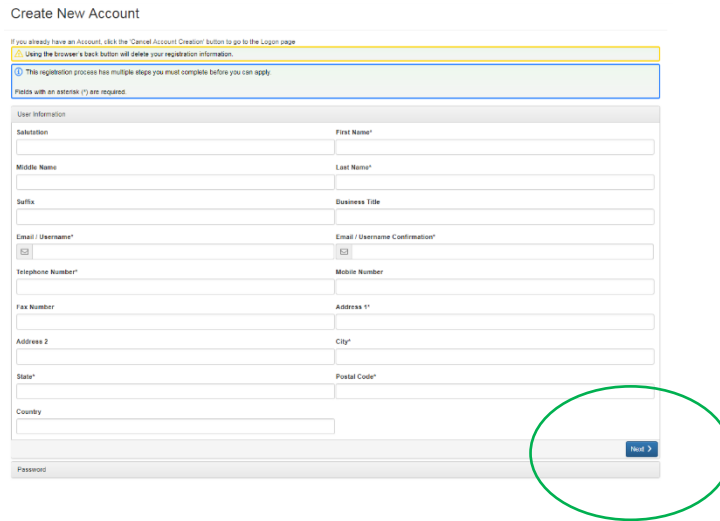
If you have applied before, please use your log-in credentials. If needed, you can use the "Forgot your password" link on the log-in page or contact Mary Coleman for assistance. *Skip to step four at the top of page four if you already have an account.*

If you are a first-time applicant, please create a new account.
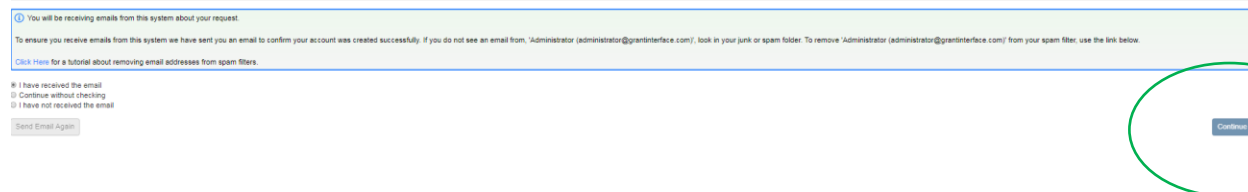
1. Click "Create New Account" on log-on page

2. Complete the profile and click "Next" to enter a password, then click "Create Account"

3. You will be asked to confirm receipt of the registration email before finalizing the account
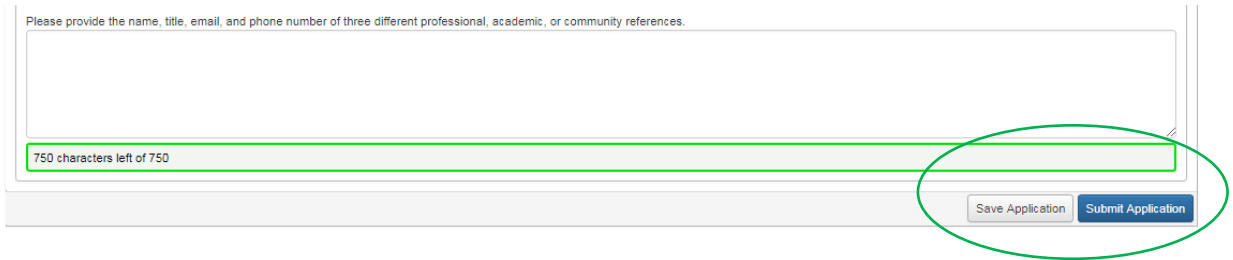
4. You will be automatically directed to the "Apply" home page. Click the blue "Apply" button in the top right of the Voqal Fellowship FY19 box to enter the application
   ➔ If you logged on with a previously-created account, you will need to click the "Apply" button along the top to enter this section.
   ➔ To view the application forms, click the "Preview" button; once on the preview screen, you can generate a PDF of all questions by clicking "Question List" in the top right

5. Once you click "Apply," complete the form. You can save the application using the "Save Application" button at the bottom of the application. When the application is complete, click "Submit Application" at the bottom.

NOTE: If you save the application, it will now be available on the home page when you log-in again. Once you log-in, you will see the Voqal Fellowship FY19 process with an "Edit Application" link on the right. You can save and come back to the application as many times as you want before submitting.