



2010/11 Community Development Leadership Institute Application Form

Electronic version at www.bayarealisc.org/bay_area/programs/organizational_5346.shtml

I. APPLICANT & ORGANIZATION PROFILE

1. Name _____ Job Title _____
2. Email _____ Phone _____
3. Name of Organization _____
4. Address _____

5. Phone _____ Fax _____ Website _____
6. Year of Incorporation _____ Is your organization 501(c)(3) tax exempt? _____
7. Organization's Mission Statement _____

8. Current Fiscal Year: Annual Operating Budget _____ for period ending ____ / ____ / ____
9. Number of Paid Staff: Full-time _____ Part-Time _____ Interns _____
10. Executive Director _____ Since _____
11. Applicant's Direct Supervisor _____

Applications are due by September 3, 2010 at 5:00 p.m.

Postmarks and facsimile copies are not acceptable.

Submit applications in 2 formats: electronic + hard copy with original signatures

Email electronic version to: **AND** Mail/deliver hard copy with original signatures
ROkamura@lisc.org & attachments to:

with subject line:
CDLI Application

Bay Area LISC
ATTN: CDLI
369 Pine Street, Suite 350
San Francisco, CA 94104

II. NOMINATION BY DIRECT SUPERVISOR

If applicant is Executive Director, nomination is to be completed by a member of the Board of Directors.

Applicant Name _____ Job Title _____

Organization _____

1. How long have you directly supervised the applicant?
2. How is the applicant key to the success of your organization?
3. Highlight the reason(s) you are nominating this applicant, the potential benefits to your organization and the community in which your work, and anticipated accomplishments.
4. How will you assist the applicant to apply his/her learning within your organization and to achieve his/her professional development action plan?

By signing below, I am indicating that I directly supervise the applicant named above, and nominate him/her to participate in the LISC Community Development Leadership Institute.

Name of Direct Supervisor _____ Job Title _____

Signature of Direct Supervisor _____ Date _____

III. ORGANIZATION'S AUTHORIZATION & STATEMENT OF COMMITMENT

To be completed by Executive Director and Direct Supervisor.

If applicant is Executive Director, the Board of Directors must authorize this statement. A board member will be expected to fulfill the direct supervisor responsibilities outlined below.

Applicant Name _____ Job Title _____

Organization _____

Executive Director _____ Direct Supervisor _____

We have read the description of the Bay Area LISC Community Development Leadership Institute and approved submission of this application.

We understand one of the key criteria for success in the Leadership Institute will be an organizational commitment to supporting the participant's development. This commitment will include providing the participant with meaningful opportunities to practice and teach leadership skills as part of his/her job at our organization.

In seeking to be involved in the Leadership Institute, we are aware of the following requirements:

1. Each participant must fully participate in:
 1. An orientation session on September 29th from 3-5 PM at the LISC offices in San Francisco
 2. A 3-day out-of-town overnight training intensive beginning the evening of November 7th through the afternoon of November 10th
 3. Six full day workshops (once a month, January 2011 through June 2011)
 4. Developing & completing an action plan to address 2-3 critical issues facing themselves, their team, and/or their organization
2. The direct supervisor must participate the September 29th orientation session, and in a meeting with the CDLI participant and a CDLI representative to review and approve the participant's action plan
3. The direct supervisor must check in regularly with participant and assist him/her to put CDLI training into practice
4. The direct supervisor and co-workers must complete 360° assessments of the participant
5. Upon selection, the organization will promptly submit a fee of \$1,200 to \$1,400 (sliding scale based on staff size) for each participant, which is approximately 25% of actual training costs.

By submitting this application and signing below, we are indicating our full commitment to meeting the aforementioned requirements.

Signature of Executive Director _____ Date _____

Signature of Direct Supervisor _____ Date _____

If more than one person from your organization is applying for the Leadership Institute, please indicate this applicant's priority, if any: _____ 1st priority applicant _____ 2nd priority applicant

IV. APPLICANT BACKGROUND

1. Name _____
2. Organization _____ Years at Organization _____
3. Job Title _____ Years in This Position _____
4. How many people do you currently supervise?
 Full-Time _____ Part-Time _____ Interns _____ Volunteers _____
5. What is the size of the budget that you manage? _____
6. Briefly describe your role in the organization. List your key job responsibilities and types of decisions you make. Attach your current job description and staff organizational chart.

7. a) What are the most critical issues facing your organization at this time?

b) What is the most critical issue facing your department or team?

8. Have you received any leadership training, coaching, mentoring or other similar services? If yes, please list below. Attach additional sheets if needed.

Program/Activity	Organization, Institution, Coach or Mentor	Dates

9. Optional Information

Providing the information in this section is optional and will not affect your selection.

a. Describe your ethnic background:

African American

White non-Hispanic

Hispanic/Latino

Asian American/Pacific Islander

American Indian/Alaskan Native

b. Do you have special needs that require accommodations? Yes No

If yes, please specify _____

VI. REQUIRED ATTACHMENTS

Please submit a copy of the following documents by the deadline.

Omission of any attachments may disqualify your application from consideration.

** Do not submit asterisked items if the organization has submitted a funding application to LISC in the past 2 years.*

1. Applicant's resume
2. Applicant's job description
3. Current organizational chart showing all staff positions, clearly marking applicant's position
4. *Articles of Incorporation and By-Laws of the corporation
5. *A copy of the 501(c) 3 tax exempt IRS letter
6. Most recent annual financial statements and current year operating budget