

2017 Leadership Development Institute *for Emerging Leaders of Color* Application Preview



CALIFORNIA
SCHOOL-AGE
CONSORTIUM

Application deadline: Wednesday, November 30th at 12:00pm

Questions? Contact Aleah Rosario at arosario@calsac.org or (510) 444-4622 x102

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Thank you for your interest in the CalSAC Leadership development Institute (LDI). This document is NOT the application for the LDI. The actual application will be available on the CalSAC website from September 6, 2016 to November 30, 2016. We encourage you to use this document to draft your responses in advance. If you have questions about the application, please contact Aleah Rosario at arosario@calsac.org or (510) 444-4622 x102.

Goal of the Leadership Development Institute

To increase the leadership capacity of out-of-school time and early learning fields to create more responsive programming, policies and services that reflect the racial, ethnic and cultural diversity of California.

Program Design

The LDI is an intensive year long cohort-based program for emerging leaders of color in expanded learning, afterschool, school-age child care, summer enrichment and early education. Using a multi-cultural leadership framework, the LDI equips coordinator- to director-level professionals with skills in management and leadership. An essential component of this project is how power, privilege, and oppression manifest itself among leaders of color in these fields. Other major program components include:

Opening Retreat – to foster community and reflect on equity, diversity and oppression

Development of Leadership Plans – to enable fellows to customize their experience and maximize impact

Monthly meetings and assignments – to build knowledge, skills and capacity

Portfolio development and presentation – to capture impact and accomplishments through usable tools and experience

Closing Celebration – to honor the Fellows and recognize the contributors who made the project possible

Dosage = 15 days total; approximately 120 hours

Learn more about the project and sign up for an informational webinar at www.calsac.org/projects/leadership_ldi.

Application Instructions

Applications are due **Wednesday, November 30 at 12:00pm**. To submit your application, you must **complete the online application at www.surveymonkey.com/r/2017CalSAC-LDI**. The application will take approximately 30-45 minutes to complete – please plan accordingly.

Application Acceptance

If accepted, you will be required to submit the following:

- A Fellowship Commitment signed by both you and your supervisor.
- A program fee based on the size of the organization's operating budget.
 - Less than \$499,999: \$649 program fee
 - \$500,000 and \$999,999: \$899 program fee
 - \$1,000,000 and \$3,999,999 million: \$1,149 program fee
 - Over \$4,000,000 million: \$1,499 program fee

Fellowships are valued at \$6,000, and costs are highly subsidized thanks to CalSAC's generous donors. Payment options and scholarships may be available based on need. CalSAC is committed to ensuring the fee is not a barrier to participation.

Fellowship Commitment

If accepted, you will be required to submit an agreement form signed by both you and your supervisor committing to the following:

- Attend the 2016 LDI Recognition Ceremony and Reception, to be held December 9, 2016 in Oakland.
- Fully participate in an opening retreat, to be held January 19-21, 2017 in the SF Bay Area. Travel and lodging provided.
- Participate in 100% of LDI's Leader Circles (full-day cohort gatherings) on the dates below. Travel to Leader Circles provided.
 - Friday, February, 10, 2017 (location TBD)
 - Friday, March 10, 2017 (location TBD)
 - Friday, April 14, 2017 (location TBD)
 - Monday, May 15 – Tuesday, May 16, 2017: CA Afterschool Challenge, Sacramento (lodging provided)
 - Friday, June 9, 2017 (location TBD)
 - Friday, July 14, 2017(location TBD)
 - Friday, September 8, 2017 (location TBD)
 - Friday, October 13, 2017 (location TBD)
 - Friday, November 10, 2017 (location TBD)
- Fully participate in a closing retreat, to be held December 7-8, 2017 in the SF Bay Area. Travel and lodging provided.
- Complete periodic assignments to ground the learnings from the Leaders Circles in work and life.
- Actively work to set and achieve community or organizational project and learning goals, and periodically report updates to the CalSAC.
- Invest the time and effort in a diverse peer learning community by actively contributing knowledge, skills, and insights.
- Contribute toward a safe and trusting learning environment for self and peers by respecting and honoring the need for confidentiality and differences of opinion, learning style, ethnicity, gender, age, etc.
- Provide baseline, mid-point, and post-fellowship data, and complete a program-end assessment.
- Participate in roughly two interviews during the program for purposes of assessing progress at meeting individual goals and CalSAC's impact.
- Permit CalSAC to use photographs on the website, both a headshot and candid photos from events, and quotes regarding program experiences and participation.

Application Requirements

- Must identify as a person of color.
- Must identify as an emerging leader who works in the areas of expanded learning, afterschool, school-age child care, summer enrichment or early learning.
- Be a coordinator, manager and/or director for a California-based organization/district/agency. This fellowship is not intended for executive directors or consultants.
- Have an aspiration for advanced leadership in the out-of-school time or early learning field.
- A strong candidate will have demonstrated some exposure to being a supervisor, working with budgets and strategic planning and programming.
- Has at least 2 years of experience working with an expanded learning, afterschool, school-age child care, summer enrichment, early learning or in governmental agencies or foundations that work with out-of-school time issues.
- Support from agency supervisor to participate in LDI. A Fellowship Commitment must be signed by both you and your supervisor.
- Must be available to attend all cohort gatherings.

If you anticipate any challenges or barriers to participating in the fellowship before submitting an application, please contact us to discuss. Some common challenges may include:

- I don't think I'll be able to pay the program participation fee
- I don't think I'll be able to get my supervisor's support to participate
- I already know I cannot to commit to one of the fellowship dates

Please contact Aleah Rosario at arosario@calsac.org for any immediate questions you have about participation. CalSAC is committed to ensuring the fee is not a barrier to participation.

This form is designed to help applicants prepare their responses before starting the application and only provides partial questions. Once you begin the online application you will NOT be able to save and return to the application. Once you have completed the application, you will NOT be able to go back and edit your answers. **DO NOT submit this form as your application.**

PART I: AGENCY INFORMATION

- Agency Contact Information (address, phone, etc)
- Total # of full-time equivalents of staff, including your position:
- Total # of staff/volunteers you directly supervise:
- Approximate # of clients served annually:
- Current year's operating budget:
- What is the mission statement of your organization? (*maximum 150 words*)
- What are three accomplishments that your organization has achieved in pursuit of your mission? (*maximum 150 words*)
- Type of agency (select one)
 - School based expanded learning or afterschool
 - School-based child care
 - Community-based or nonprofit organization
 - Licensed Family Child Care
 - Preschool
 - Park and Recreation
 - 4-H Council
 - Boys and Girls Club
 - YMCA
 - Faith-based Organization
 - Other (please specify)



Please indicate what type of funding your agency receives:

Agency Funding Information	Yes or No	If Yes, indicate the percentage of the total funding
Federal funding		%
State funding		%
City or County funding		%
Foundation		%
Parent Fees		%
Individual		%
Corporate		%
Other (please specify)		%

Please indicate the geographic scope of your agency:

Geographic Scope of Your Agency	Yes or No	If Yes, indicate the percentage of your clients
Northern California		%
Central California		%
Southern California		%
Statewide		%
National		%
Other (please describe _____)		%

Please indicate the age of clients your agency serves:

Age of Clients Served by Your Agency	Yes or No	If Yes, indicate the percentage of your clients
Pre-school children		%
School-age children (5-12)		%
Teens (13-17)		%
Youth Adults (18-25)		%
Families		%
Other (please specify)		%

PART II: APPLICANT INFORMATION

- Applicant Contact Information (address, phone, email, etc)
- Current position title:
- In which month and year did you begin working in your current position?
- As of January 2017, how long have you been in your current position?

- How many staff do you directly supervise?
- Have you served your current organization in a different position? If yes, please list position title(s) and year(s) worked in the position(s):
- Total combined years at current organization:
- Highest level of education:
- Degree area of study (if applicable):
- Please provide a brief overview of your work experience prior to your current organization. (*maximum 150 words*)
- Have you participated in any other leadership or professional development activities similar to this program in the past five years? Please list name and year. (*maximum 150 words*)
- Please describe any additional education, training and/or professional development you have received. (*maximum 150 words*)
- What is your experience with CalSAC in the past two years? (check all that apply)
 - CalSAC Chapter Member
 - Attending a CalSAC Chapter Conference or event
 - CalSAC Trainer
 - Participated in a CalSAC Training
 - Request CalSAC Training for my staff
 - Participated in the CA Afterschool Challenge
 - Leadership role for the CA Afterschool Challenge
 - Attended Leadership Intensive Retreat
 - None
 - Other
- Have you ever applied to the Leadership Development Institute before?
 - No
 - Yes – what year?
- Demographic information (age, gender, race, etc). *Note: demographic information gathered will be made public ONLY in aggregate, not on an individual basis.*

PART III: GOALS

CalSAC invites Fellows to develop goals to help them achieve their vision for themselves and their organizations, and to serve as a foundation for their customized learning throughout the Fellowship. Although we recognize that your goals may change, please describe your goals **as you see them today**. We are asking you to share your goals as part of the application so that we can learn more about you and your organization.

A. Client Goal

State one goal for improvements in the lives of your clients that can be achieved through improved or expanded programming by your organization. This goal should articulate an impact on clients served, rather than on the organization itself. An example of a client goal includes: *Currently our agency plays an important role in increasing children and youth's interest in healthy food options. However, we also want to make a broader difference in children and youth's lives by engaging families. Therefore, our client goal is to establish a baseline percentage of 40% of family members of children and youth we work with who report an increased commitment to making healthy choices by June 2018. (150 word maximum)*

B. Organizational Goal

State one goal that will improve the internal operating performance of your agency. This goal should articulate an impact on the internal capacity or functioning of your agency. An example of an organizational goal includes: *Our organization has made a commitment to recruiting employees that come from the communities we serve. Therefore, a goal is to modify the job descriptions of mid-level management positions to ensure they are more reflective of the skills, knowledge and abilities of the position to provide equitable opportunity for people in my community to gain employment. (150 words maximum)*

C. Leadership Strengths, Challenges, and Goal: As you reflect on who you are as a leader now, please list three strengths, three challenges, and one goal you have as a leader.

- Leadership Strengths (Please state three): Examples of strengths include: *I am skilled at motivating people to do their best; or I stay calm while in the midst of a crisis or difficult situation. (150 words maximum)*
- Leadership Challenges (Please state three): Examples of challenges include: *I take too long to make critical decisions; or I find myself emotionally overreacting when someone poses questions about my judgment or actions. (150 words maximum)*
- Personal Leadership Goal (Please state three): Examples of personal leadership goals include: *I want to learn how to delegate responsibility for important projects; or I want to increase my confidence and effectiveness in my interactions with my work colleague and supervisor. Goals do not need to be related to the challenges you listed above. (150 words maximum)*

PART IV: PARTICIPATION IN AND CONTRIBUTION TO THE LDI COMMUNITY

- Why are you interested in participating in the Fellowship Program? Please be specific about how both you and your organization might benefit from the program. *(150 words maximum)*
- What does community mean to you? How do you build relationships with people in a community?
- As an LDI Fellow, you will engage in a diverse peer learning environment. Please describe an experience in which words or actions you intended to have a positive impact resulted in a negative impact on an individual or group. Include how you navigated that experience. *(150 words maximum)*
- The LDI is an intensive program that includes monthly day-long meetings, assignments and readings in between sessions, end-of-program projects and travel. Share with us how you will approach your full participation in the fellowship.
 - Please describe any challenges or barriers to participation that you anticipate.
 - What resources, internal and external, will you leverage to address the challenges named?
 - How will you manage the time commitment?

PART V: OTHER INFORMATION – REFERRAL AND PAYMENT

- Referral Information: How did you hear about LDI?
 - Name and contact of person who referred you (if applicable)
- Do you have a need to discuss payment options for the LDI program fee?
 - If yes, please describe your need