



Life Together  
2019 - 2020 Request for Proposals (RFP)  
For Partner Organizations  
Application Open: December 10, 2018

Life Together Office:  
40 Prescott St.  
Brookline, MA 02446  
[www.lifetogethercommunity.org](http://www.lifetogethercommunity.org)

Executive Director:  
Kelsey Rice Bogdan  
[kelsey@diomassintern.org](mailto:kelsey@diomassintern.org)  
781.307.8684

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Dear Prospective Placement,

Thank you for your interest in Life Together! Each year our fellows come to Boston from across the country to serve in a wide range of capacities in many nonprofit organizations and ministries—engaging in direct service, legislative advocacy, and community organizing. Our application is designed to help us understand your organizational mission, values, physical and social environment, leadership structures, financial priorities, and the specific role that you envision for a Life Together fellow. Through the application process, we hope to gather a well-rounded picture of your organization.

Please respond to all questions in the body of the application. Application materials must be typed in Microsoft Word. You may enclose current informational materials for your organization such as newsletters, brochures, and/or annual reports. Please note that these materials are welcome in addition to, but not in place of, the written application.

After reviewing your application, we may ask you for further materials, such as names of board members or references, or other pertinent information. We may also ask for a site visit to see the physical location and to meet the potential supervisor for a fellow. The checklist below is for your reference. Please be in touch with the Executive Director if you have any questions.

Thank you!

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## **Complete Application Checklist: (Please send each item electronically)**

- Cover Sheet with Anticipated Cash Match\*
- Application Part 1: Organizational Information & Job Description\*\*
- Application Part 2: Status and Support for the Position
- Operating Budget for the Fiscal Year in which Fellow Begins Service
- Actual Expenses for the Previous Fiscal Year

***Applications will not be considered until all items are received.***

\*The cover sheet needs an original signature, which may be scanned and emailed or sent via US Mail.

\*\*These parts will be shared with the fellows for the site matching process.

### **PROPOSAL GUIDELINE & INSTRUCTIONS**

#### Criteria for Eligibility:

To be eligible, your organization must:

- Be a non-profit 501(c)3 organization, school, or government agency operating in Massachusetts
- Be operational for at least one year with at least one full-time staff member and the capacity to supervise a fellow

#### Host Site Requirements:

- A clear vision of the project you plan to implement and how the fellow can be most effectively utilized.
- An engaging job description—the position must be 32 hours per week, fill an organizational need, and support work for social justice. Work should be challenging and reasonable given the fellow's skill set.
- Supportive leadership from the staff and host site to ensure that the fellow is treated as an integral part of the organization.
- One designated site supervisor who will provide weekly supervision, adequate training, and support to the fellow, as well as attend 3 Life Together supervisor meetings (one during Orientation, one mid-year, and one at the end of the year). An orientation will be held for new supervisors. Weekly supervision should be one hour and focus on the learning and development of the fellow, including reflection on the site, its context and the fellow's work.
- A cash match to contribute to the partnership between host sites and Life Together fellows, which goes toward the cost of a fellow's stipend, housing, and health insurance. No additional compensation is required. This fee is between \$9,000-\$17,000 and depends on the annual budget of the organization.
- Adequate workspace for the fellow – including access to whatever tools are needed to fulfill the responsibilities of the position (i.e. a computer, desk, phone, copier, and office supplies).

- Willingness to interview fellows for placement during our fellow interview process between January and June and submit timely feedback to Life Together staff.
- Completion with the fellow of a learning contract and work agreement at the beginning of the program, as well as a mid-year and final review based on the learning contact.
- Time off for required retreats, training and occasional service days (a complete schedule will be available at the beginning of the program year), in addition to a break between December 23-January 1 and five additional days of flexible time off.

### Program Timeline

- December 10, 2018 – Applications open
- Mid-January – 1<sup>st</sup> round of sites are selected and begin site matching interviews; rolling application acceptance thereafter as spots are available
- August 14, 2019—Fellows begin Orientation and Training with Life Together
- August 26, 2019– Fellows begin service at host site organizations

In 2019, Life Together shifted to a rolling acceptance process for applications. This means that Life Together will evaluate and make decisions on applications as they are received until all site openings are filled, with an initial group of sites accepted in the middle of January. Thereafter, applicants can expect to learn the status of their application within four weeks of submission. Once sites have been accepted, they can begin the process of interviewing applicants for site placement.

In the 2019-2020 program year, Life Together is accepting applications for a total of 13 host site partners.

### Cash Match

Each host site organization commits to invest in the partnership by providing a cash match. The match is used to cover a portion of the total cost of the fellowship position (training, travel, benefits, and living stipend) at your host site. The amount of the cash match is based on the organization's total operating budget, including salaries, funds distributed as grants, and any other operating costs.

Although our total cost per fellow is more than \$30,000, we are committed to helping subsidize this cost to host organizations. Each host site commits to pay between \$9,000 and \$17,000 for a full-time fellow that will serve a minimum of 1,300 hours over their 10-month term of service.

The amount your organization pays can be determined by reviewing your most recent organizational income statement and annual operating budget. Please note that if you are a department within a large organization/government agency, we would like to see both the larger budget of your organization, as well as a project budget. Please use the following table to determine the appropriate match:

<b>Total operating budget</b>	<b>Host Site Match/Fellow</b>
Less than \$300,000	\$9,000
\$300,000 - \$499,999	\$11,000
\$500,000 - \$999,999	\$14,500
\$1,000,000 +	\$17,000

### Emmaus Fellowships

Current first-year fellows may apply for a second-year Emmaus fellowship with Life Together. If accepted into the Emmaus program, these fellows typically stay at their host site for a second year to help build your organizational capacity. Occasionally, an accepted fellow may also move to a different host site.

If you are hosting a current fellow who decides to apply for an Emmaus fellowship, note that you are still required to submit this application and be accepted as a host site for the coming program year. Please fill out the application with your current fellow in mind, reflecting the ways in which you will challenge the fellow to grow and expand your capacity in a second year with your organization.

To reflect the greater experience Emmaus fellows bring to your organization and the increase we offer them in living stipends, we ask each site hosting an Emmaus fellow to contribute an additional \$2,000 to the fellow's cash match. The Executive Director will be in touch directly with you when Emmaus fellows are selected to confirm your final cash match and answer any questions.

### Host Site Selection

All proposals are reviewed by a reading committee that recommends host site organizations for funding. Final decisions are made by program directors. Key elements include:

- Organizational capacity to develop and manage the project and fellow
- Proper support, supervision, and training for the fellow during the year of service
- Realistic objectives with measurable outcomes that align with Life Together's mission
- Strong element of project ownership
- Clear project vision (the project or campaign the fellow works on should build toward a measurable social justice goal)
- Clear connection between the host site and the mission of Life Together
- Clear, detailed job description for the fellow
- Financial sustainability of the partnership for both the host site and Life Together (please note that we can only accept a limited number of sites at our \$9,000 cash match tier)

### Instructions for Submitting Your Proposal

The application process for potential fellow host sites is a competitive process that runs on an annual cycle. We ask that you please take the following steps to ensure that you receive an opportunity to host a fellow during the upcoming year:

- 1) Thoroughly read the program details and application instructions.
- 2) Complete the cover sheet.
- 3) Fully answer the questions as described in the 2019 LT Host Site Application and provide a detailed job description.
- 4) Email one copy of the full proposal to: [kelsey@diomassintern.org](mailto:kelsey@diomassintern.org).
- 5) Mail a signed copy of the cover sheet to the address listed above; your application will not be considered complete until this cover sheet is received. If you want to include any other materials or supporting documents in the mail, you are welcome to do so.