**2016 Partnerships Academy Fellowship Application WORKSHEET** (DO NOT SUBMIT)

Please note that all applications must be submitted by January 15, 2016 using our [2016 Partnerships Academy Fellowship Online Application](http://www.cityparksfoundation.org/partnerships-for-parks/partnerships-academy/partnerships-academy-fellowship-application-2016/). This worksheet is provided for your convenience as you draft your application. If you are interested in participating in the program with other members of your group (if you already have a group), we recommend that you work together to answer the questions before completing the online form.

**DEADLINE**

The deadline for application to be submitted via JotForm is Friday, January 15, 2016 at 11:59 pm. Applicants will be notified about whether they have been accepted into the Fellowship by Friday, February 12, 2016.

If you have any questions regarding the Partnerships Academy Fellowship, please contact Leah Worrell at (212) 602-5346 or lworrell@cityparksfoundation.org.

**WHO CAN APPLY?**

Community groups with projects taking place on New York City Department of Parks and Recreation property throughout the five boroughs are eligible to apply.

Priority is given to:

* Park-focused community groups who have a long-term commitment to their local park(s).
* Groups that have small budgets, limited resources, and are staffed by volunteers.
* Groups that are embarking on new projects or expanding existing projects.
* Groups and projects devoted to neighborhood parks and street trees that are not supported by other resources (such as conservancies, Parks Administrators, Green Thumb, and the Historic House Trust).
* Groups that have a strong history of collaborative work with Partnerships, NYC Parks, and/ or City Parks Foundation.

**PROGRAM REQUIREMENTS**

Those admitted into the Partnerships Academy Fellowship will be expected to:

* Develop a document with your goals and plan of action, and be willing to update your progress.
* Be willing to work with Partnerships for Parks to edit projects as necessary so they are both attainable and challenging. (Partnerships for Parks will be evaluating your projects for feasibility and may not be able to support every project as it’s proposed.)
* Attendance at most of the in-person Fellowship Sessions (at least 3 out of 4). Sessions will be held at the Arsenal Building at 830 Fifth Ave. in Manhattan from 6:30 to 8:30 pm. Dates TBD
* Schedule and participate in Mentor calls and Mentee calls with the two other groups in your triad.
* Participate in pre and post-Fellowship evaluations.
* Participants who successfully complete the program will receive a Completion Certificate.

\*\*We ask that community group leaders collaborate, and have one “group representative” submit the application. If you are not sure of an answer, please write N/A.

Please complete the application below.

**STEP 1:** Group Information

Group Name

Name of park(s) in which you work

**STEP 2:** Group Representative Contact Information

Full Name

E-mail

Address

Street Address

City

State / Province

Postal / Zip Code

Phone Number

**STEP 3:** About Your Group

Please list names of other group members interesting in participating

Please list group’s social media links, if any

Name of your Partnerships for Parks Outreach or Catalyst Coordinator

Is your group a registered 501(c)3 organization? This is not a requirement for participation.

When was your group established?

What is your group’s purpose or mission?

What are some of your group's accomplishments?

What challenges are your group facing?

Why does your group want to participate in the Partnerships Academy Fellowship Program?

What are your goals for your community group this year?

Of these goals, what would want to have achieved by August 15, 2015, at the completion of the Partnerships Academy Fellowship? \*

How will achieving your group goals impact your park and community?

**STEP 4:** Grow Your Group

How does the goal you proposed support your group's growth? Please check all that apply.

* Starting new program or expanding program
* Recruiting donors
* Formalizing group structure
* Expanding audience
* Increasing fundraising ability
* Building skills, training
* Developing a group identity and visual branding in print or online (ie flyers, website)
* Recruiting volunteers or members
* Collaborating with local residents, institutions, community based organizations, groups, or government
* Strengthening leadership
* Developing strategic plan
* Increasing Group visibility, getting the word out about your group
* Reaching diverse audiences
* Other

What long-term impact will your goal have on your group's capacity? How will your group grow or become more effective as a result of this goal?

**STEP 5:** Resources

What resources do you already have to reach your goal?

What resources would you need?

Is there anything else you would like us to know?

Thank you for filling out this WORKSHEET, please use this information to submit your [2016 Partnerships Academy Fellowship Online Application](http://www.cityparksfoundation.org/partnerships-for-parks/partnerships-academy/partnerships-academy-fellowship-application-2016/) by January 15, 2015. Thanks!

