



**Peace Corps
Fellows Program
in Community
Development**

Illinois Institute for Rural Affairs

Application to Host a Peace Corps Fellow/AmeriCorps Member

Internship in Community Development

For

11 months at 35 hours per week

Peace Corps Fellows Program
503 Currens Hall
1 University Circle
Macomb, IL 61455-1390

Phone: 309-298-2268
Web: www.peacecorpsfellows-wiu.org

Introduction

Please complete this application if you wish to host a Peace Corps Fellow in Community Development for 11 months, 35 hours per week. Individual communities, clusters of two or three communities, units of government, governmental departments or agencies, educational institutions, non-profit agencies and economic development organizations (such as Chambers of Commerce, Main Street Programs, planning organizations and regional economic development entities) may apply. Graduate students in our program are completing Master's Degree Programs from the Departments of Business Administration [MBA], Economics, Geography, Health Education, Political Science, Recreation, Park & Tourism Administration.

Selection Process

This is a competitive process. Community or agency applications will be evaluated on the following criteria:

- Cooperation and willingness of local organizations to support and work with the Fellow,
- Clearly defined projects for the Fellow and readiness of the community,
- A strategic plan—or other guiding documents—based on local input,
- Fit between community's needs and skill set, interest of the Fellow,
- A plan for continuing development projects after the Fellow's assignment ends, and
- A financial commitment of \$22,500 (for Fiscal Year 2009-2010). Of this amount, the student earns a \$1,750/month stipend paid through the University, for a total of \$19,250 for the eleven-month internship with the remainder used for program operating expense. The student remains classified as a full-time graduate student at Western Illinois University and is therefore eligible for student health insurance through fees that she/he pays out of the stipend. The student also receives a full tuition waiver for the academic year.

Application Deadlines and Contact Information

For priority consideration for Fellows beginning their 11-month internships in September, applications are due by January 31; for January placement, applications are due by June 30. Please contact the Peace Corps Fellows/AmeriCorps Program Manager as early as possible to discuss your plans to apply. Completed applications should be sent to:

Karen Mauldin-Curtis
Peace Corps Fellows Program
503 Currens Hall
1 University Circle
Macomb, IL 61455

K-Mauldin-Curtis@wiu.edu
309-298-2706 or 800-526-9943

Name of Community: *Please note that the term community used in this application refers to an individual community, a cluster of communities, a county, or agency.*

Sponsoring Organization and Address:

Organization: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____

Email: _____

Please answer the following questions on this sheet or attach your answers to this form.

1. Briefly describe your community or agency's main development issues.

2. Explain why your community or organization is applying for a WIU Peace Corps Fellow in Community Development.

3. Evidence of Community Support

If applicable, please attach any letters of support from local government, educational institutions, local development organizations and non-profit agencies, Chambers of Commerce, business associations, service organizations, and other local groups. The organizations should show evidence of their commitment—including staff, financial and other resources—to help make the partnership with the Peace Corps Fellows Program and the student's internship a success.

4. Budget for the Fellows Program

Please complete the following budget sheet and indicate sources of funding – please note that federal funds may not directly fund the Fellowship. Include in-kind contributions (such as donation of office supplies or office space).

Cash Commitment

(To be paid to WIU/Peace Corps Fellows Program as sponsorship fee for Fellow's stipend and Peace Corps Fellows program expenses)

*11-month
Total Amount*

Source

Organization's Financial Commitment

Cash or In-Kind Commitment
(Managed locally; not sent to WIU/Peace Corps Fellows Program)

	<i>Amount</i>	<i>Source</i>
Travel (mileage reimbursement @ ___/mile).	_____	_____
Postage	_____	_____
Computer [purchase or rental]	_____	_____
Office Equipment Rental	_____	_____
Office Supplies	_____	_____
Office Rent	_____	_____
Utilities	_____	_____
Janitorial	_____	_____
Printing	_____	_____
Promotional Expense	_____	_____
Internet/Email access	_____	_____
Other (specify)	_____	_____

5. Strategic or Development Plan

- A. Does your community or organization have a strategic plan or development plan?

- B. If yes, briefly describe how the plan was determined.

- C. List the top five goals of the plan, in priority order.

- D. Please attach your community/agency's profile, if available.

6. Possible Projects for a Fellow

Briefly describe three potential projects for a Fellow, indicating:

- A. How local organizations would work with the Fellow in completing the projects, and
- B. How these actions are consistent with your strategic plan.

7. On-Site Supervision

Describe your community/agency's strategy for on-site supervision of the Fellow. Please identify a site supervisor and list job title, address and phone number, and note the anticipated frequency of contact and/or scheduled meetings with the Fellow.

8. Maintaining Momentum

Please explain how the community will continue with its development projects, including those listed above, after the Fellow's assignment ends.

Appendix A

Sample of Obligations Expected of the Peace Corps Fellows Program and the Community Agency

The Community Organization will:

1. form a Liaison/Steering Committee consisting of 5 - 7 persons responsible for providing local support and leadership to the Fellow;
2. provide an opportunity for direct and meaningful service for the Fellow;
3. provide a supervisor who will serve as Chair of the Liaison Committee and be responsible for directing the work activities of the Fellow;
4. work with the Fellow to draft a Work Plan, which will include: achievable goals, objectives and tasks, and names of the organizations and individuals responsible for assisting with the outlined work, along with targeted dates of completion. The Work Plan must be submitted to the PCF Program Manager;
5. discuss with the Fellow issues related to the work assignment at least bi-monthly through Liaison Committee meetings;
6. assist in the evaluation of the Fellow through mid-term and final written reports and interviews by program evaluators for the purpose of determining the effectiveness of the Program, the Fellow and the agreed upon Work Plan; and
7. furnish the necessary personnel, materials, services, facilities and equipment (e.g. computer, internet access, postage and phone costs), local travel expenses, and office space.

Peace Corps Fellows Program will:

1. provide a Fellow who will work with the Liaison Committee, Site Supervisor, and Program Manager to complete the goals listed in the Work Plan in a professional and timely manner for the specified period per the signed Host Site Agreement;
2. provide supervisory assistance to ensure that the Fellow is adequately supported and has sufficient skills and resources needed to complete the Work Plan;
3. provide pre-service and ongoing professional training and development opportunities;
4. serve as a resource for technical assistance and support for the Site Supervisor;
5. lead the evaluation process of the Fellow's effectiveness in implementing the Work Plan and completing outlined tasks;
6. provide a monthly living allowance for the student; and
7. provide health insurance for the student through student fees paid by the student. Western Illinois University will pay tuition costs for the Fellow, who will be enrolled as a student at WIU during the Fellow's internship assignment.



Peace Corps Fellows Program in Community Development,
An AmeriCorps Program

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Please send your completed application to:

Karen Mauldin-Curtis, Program Manager
Peace Corps Fellows Program
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