



AlanThomas Fellowship

to promote civil society and voluntary action

Terms and Conditions

1. The Alan Thomas Fellowship has been established to provide a sabbatical for a leader in the not-for-profit sector¹. It is not intended as a grant to support ongoing organizational activities, or to fund a program of formal studies.
2. The goal of the Fellowship is to serve the fellows but also to build a network of researchers and practitioners. Carold Fellows are normally expected to maintain an active role in Carold activities for two years beyond the end of the fellowship.
3. Each Fellow will be assigned a member of the Carold Board who will accompany the Fellow, providing support, as appropriate, throughout the period of the fellowship.
4. Applications will be received in English or in French for Fellowships of between 6 and 12 months. A stipend of \$5,000 per month (to a maximum of \$60,000 for a one year Fellowship) will be awarded to the successful applicant. Applicants are encouraged to consider seeking supplemental income, if appropriate, from other partners and from their sponsoring organization.
5. The Fellowship will normally be granted in three segments: 50% at the start of the project, 40% at the mid-point and 10% upon completion (normally no more than 6 months after the agreed-upon completion date of the project.) The final 10% may be forfeited in cases where the project is not completed as agreed.
6. An interim report to the Board will be expected at the mid-point of the project and a final report at the end point (normally the Fellowship will be between 6 months and 1 year). The second and final financial payments will be issued after the reports have been received.
7. The Fellow will be invited to participate in two conference calls with the Board during the Fellowship period, and to make a presentation to an in-person meeting of the Board towards the end of the sabbatical time. The Fellowship Committee will also arrange for

¹ To be eligible, applicants must be affiliated with a not-for-profit organization with an independent Board of Directors (or in Quebec, with an Independent Community Action Group).

an “exit interview” with the Fellow in the post-sabbatical period, in order to learn from the Fellow’s experience in designing and planning for future awards.

8. Upon completion of the Fellowship, the Carold Fellow may be invited to publish the results of their work. Determination of the format of dissemination, printing and distribution would be carried out at the expense of the Institute and the discretion of the Board. The Fellow may be invited to present a final report to a larger public gathering and participate in the design and make-up of such an event. The fellow is free to self-publish or otherwise disseminate results of their work, with acknowledgement of the support of the Carold Institute.
9. Application summaries must be received no later than **Monday, February 8, 2016, at 4:30 PM** (your local time). The Fellowship Committee will then invite a limited number of applicants to submit a full application (submitted no later than **Monday, May 2, 2016 at 4:30 PM** (your local time). The Committee will select up to four applicants from this round to present their proposals at a face-to-face meeting of the Board, in mid-June, where the final selection will be made (All expenses related to the face-to-face interview process will be covered by the Carold Institute.) Announcement of the recipient of the Fellowship will be made in late **June 2016**. The Fellowship period would normally commence between August and October 2016.
10. In making the award, the final decision rests with the Carold Fellowship Committee.



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Allan Thomas Fellowship: The fellowship is intended to provide a sabbatical to a leader in the non-profit sector, who would not normally have access to a sabbatical leave. For Carold, a sabbatical year is a year of intentional and structured reflection, research, analysis, dialogue and significant periods of quiet and restoration. It allows the fellows to remove themselves from their regular work and responsibilities to use their time to pursue a learning inquiry, through overarching questions about their work and the sector and engaging with the community, peers and thought leaders in relevant areas. In short, the award will free the recipient from other responsibilities, at a transitional moment in his or her professional development, to explore fundamental questions in his/her field of interest. It is hoped that the fellow makes a significant contribution to the civil society and voluntary sector through knowledge mobilization and dissemination via the medium of choice (e.g. report, website, film, exhibit, performance piece, or any other creative work).

There are two stages to the application process.

It is recommended that each applicant contact the Carold Secretariat and consult with previous fellows as they prepare their summary application and (if applicable) their full application.

Stage 1. Applicants are required to provide the following (must be submitted electronically by **Monday Feb 8, 2016** prior to **4:30 PM** (your local time) to the Carold Secretariat by email (jhuntly@kos.net).

1. **Biographical Information** (A curriculum vitae not to exceed 3 pages).

2. **Summary Application: (3 pages – limit 1500 words)**

Q 1. Describe your involvement and contribution in the non-profit sector to date?

Q 2. Why is this the right time for you to pursue a sabbatical?

Q 3. If you had to frame the focus of your Fellowship in the form of a question, what would that question be?

Q 4. How would you use your Fellowship to explore this question? Why?

Q 5. How will you, personally, benefit from this sabbatical? How will your organization benefit? How will the non-profit sector benefit?

Stage 2: The Fellowship Committee will invite a limited number of applicants to submit a full application by **Monday, May 2, 2016**. The Committee will then select up to four applicants from this round to present their proposals at a face-to-face interview meeting with the Board, where the final selection will be made.

Format for a full application

Note: Building on the application submitted in the first round, the selected applicants are required to submit a full application not to exceed 10 pages in length.

1. Background and context for your fellowship

Describe the experience from which your interest or concern arises. Indicate aspects of the social, economic and cultural contexts that inform your fellowship plan.

2. Outline

State the area of concern that you will address during the sabbatical. Building on Q. 3 & Q.4 in the summary application, develop an outline of activities for exploration and inquiry.

For example:

Evaluation and Policy Research, documenting and assessing a social change initiative to provide information and recommendations to decision makers - resulting in written reports and oral presentations in workshops.

Action Research with the purpose of promoting social change - leading to the development of pamphlets, advocacy materials, press conferences, production of docudrama (TV, radio, live performance) exposé or report for dissemination.

Practitioner Inquiry based on experience, with the aim of promoting individual or group change through education or voluntary action - possibly resulting in training programs, workshops, or curricula for change in different sectors of society.

The following are some examples of creative proposals submitted in previous years:

- *The creation of new tools for incorporating arts in the promotion of literacy*
- *A study of the elements that motivate social action, in the context of a particular community engagement project*
- *An exploration of the realities of marginal black youth, and youth workers in a specific neighbourhood*
- *The development of practical learning tools and experiences for law students, and human rights advocacy with and for marginalized, criminalized and institutionalized women.*
- *An investigation into the appropriate use of technology in community engagement, in the context of women in second stage housing*

- *A critical analysis of the theory and practice of participatory democracy in the context of the urban reform movement*

3. Approach

Indicate your chosen approach and the assumptions that are central to your inquiry. If leading practitioners or authors in a particular field of study or practice are especially relevant to your project, please note them and describe their influence on your own approach.

4. Data and Analysis

If appropriate, indicate what kind of data will be gathered for the fellowship and how it will be gathered (whether from research or from your lived experience). If you are gathering data from research subjects, spell out the protocol you will use to ensure informed consent and the protection of privacy. Describe the methods you will use to interpret and analyze the data.

5. Contribution

Indicate the potential contributions to a community of practice, body of knowledge, and/or policy, central to the aims of the Carold Fellowship, in promoting greater public understanding of the significance of voluntary action, the strengthening of leadership for civil society and democratic/voluntary action. Also, elaborating on Q 5. in the summary application, state how this fellowship will contribute to your own professional development.

6. Setting and Timeline

Describe the setting in which your fellowship will be carried out. Specify the relationships you may have during this time, to any organizations or groups. If you plan to arrange for an advisory or support group, please include the proposed structure and membership.

Give a clear timeline of the starting and ending time and for each phase of the work. Recognizing that your work may lead to unexpected paths and detours, and that outside factors may intervene, please provide a realistic picture of how you will arrange your time to devote yourself full-time to the project and see it to completion.

7. Budget

Please provide a simple budget for expenses for the project. This budget should include, as applicable:

Personnel expenses:	Stipend, any costs for research assistance
Research expenses:	Research materials, such as computer hardware or software, expenses related to data gathering and analysis, travel
Additional Support:	Any contributions (including in-kind contributions) from other organizations

Please note that the applicant is responsible for calculating the tax implications of the Fellowship and making the necessary budgetary adjustments.

8. Summary

Write a brief summary of your plan (maximum 200 words) that can be used for communication and publicity purposes if a fellowship is awarded. Please use non-technical language and avoid jargon, assuming a general readership that may not be familiar with your subject area.

9. Further Documentation

- **Three letters of reference and support**, including one from the organization with whom you are currently employed/affiliated, should be provided.

10. Conditions of the Fellowship

Please sign your proposal. Your signature indicates that you have read and understand the terms and conditions of the Fellowship as outlined above, and that you agree to Carold's use of the summary of the proposed project for publicity purposes, if a Fellowship is awarded.

11. Deadline

Proposals (**Max 10 pages in length, plus the letters of reference**) must be submitted electronically by **Monday, May 2, 2016** prior to **4:30 PM** (your local time) to:
email to: jhuntly@kos.net

Questions of clarification may be forwarded to the Carold Secretariat by email (jhuntly@kos.net) by phone (613-376-3391) or by mail to:

The Carold Institute
Alan Thomas Fellowship
c/o Juliet Huntly
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Harrowsmith, Ontario
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Protection of Information

The Carold Institute is committed to protecting the privacy of personal information. Personal information is collected, used, maintained and disclosed in compliance with applicable federal and provincial privacy legislation including, but not limited to, The Personal Information Protection and Electronic Documents Act (2000, c.5).