



CORO NEW YORK LEADERSHIP CENTER
IMMIGRANT CIVIC LEADERSHIP PROGRAM

I N F O R M A T I O N O N A P P L Y I N G

APPLICATION DEADLINE | FRIDAY, NOVEMBER 14, 2008

PART I (to be completed online)

- Fully completed Online Application Form
- Uploaded Resume
- Uploaded Short-Answer Essays (4)

**** Must be completed by 11:59pm on Friday, November 14, 2008.**

PART II (to be mailed in)

- One Letter of Recommendation (with signed Recommendation Form)
- Signed Statement of Commitment (see back)
- Signed Program Fee Form (see Page 3)

**** Must be postmarked by Friday, November 14, 2008 and addressed to:**

Immigrant Civic Leadership Program Application
Coro New York Leadership Center
42 Broadway, Suite 1827-35
New York, NY 10004

Upon review of applications, we will hold interviews with selected candidates in early December. Final notifications will be sent in late-December. Please contact Mona Chun at (212) 248-2935, ext. 305, or mchun@coronewyork.org with any questions or requests for information.

PART I (COMPLETE ONLINE: APPLICATION FORM, RESUME, ESSAYS)

- I. ONLINE APPLICATION FORM:** Fill in applicant information (contact & work) and the name/contact information of your recommender.
- II. RESUME:** Attach a resume that lists your work experience including employer, title, dates of employment, and responsibilities (begin with your current or most recent position and work backward). For your current or most recent position, describe your position within the organization. Please list all post-secondary institutions attended with degree, major, and year received. We are also interested if you have participated in equivalent forms of non-formal post-secondary education. List the major community and professional organizations in which you are or have been involved on a volunteer basis, in order of importance to you. For each, include the organization name, dates of affiliation, a brief description of the group, and the extent of your involvement, including positions held or awards received (if any). Please limit response to no more than two pages.
- III. SHORT-ANSWER ESSAYS:** Please limit your responses to three single-spaced pages total.
 1. What motivates you to work in immigrant communities?
 2. What is your greatest accomplishment in strengthening the communities you serve? Describe how you achieved this success, as well as the impact of your work.
 3. What impact do you hope to make in the immigrant communities in which you work in the next 3 years? Describe your vision and your intended impact. How do you hope participating in the Immigrant Civic Leadership Program will help you to achieve this impact?
 4. What are the personal leadership challenges you face – in your organization or the broader community? What do you hope to learn about leadership through participating in the Immigrant Civic Leadership Program?





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PART II (MAIL IN: RECOMMENDATION, PROGRAM FEE FORM, STATEMENT OF COMMITMENT)

- I. LETTER OF RECOMMENDATION:** One recommendation letter supporting your candidacy is required. The letter must be completed by someone who is able to speak on behalf of the organization endorsing your participation in the Immigrant Civic Leadership Program (e.g. an Executive Director or Board Chair). Please have your recommender fill out the attached Letter of Recommendation form and write, on his or her stationery, about you, your work, and how your participation in this program will help further strengthen immigrant communities.
- II. PROGRAM FEE FORM:** Participation in ICLP is based on a sliding scale fee in accordance with the annual operating budget of a participant's employer. See attached 2009 Program Fee Guidelines for more information. Please return a signed copy of the Program Fee Guideline Form.

III. STATEMENT OF COMMITMENT:

EMPLOYER ENDORSEMENT: Because the Immigrant Civic Leadership Program requires significant time away from your workplace, we encourage you to discuss the requirements and time commitment with your supervisor before you begin the application process. Each candidate accepted to the program who is not the chief executive of his/her organization will be asked to have a chief executive sign a statement supporting his/her participation in the program. **This form will be distributed at the time of acceptance.**

ATTENDANCE: The Immigrant Civic Leadership Program runs from January – June 2009. The complete calendar can be found on Coro's website (www.coronewyork.org). The schedule includes an opening retreat in January, one weekday and one Saturday session per month between February and May and graduation in June. **Attendance is mandatory at all sessions, including the opening retreat. Participants may be asked to withdraw from the program if they miss more than two sessions.**

I understand that, if selected, my participation in the Immigrant Civic Leadership Program requires attending all program sessions and retreats and agreement with the payment policy outlined in the attached Program Fee Form of the application. *Your application will not be considered unless the Statement of Commitment is signed.*

APPLICANT'S NAME

SIGNATURE

DATE





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2 0 0 9 P R O G R A M F E E G U I D E L I N E S

PROGRAM FEE GUIDELINES

Participation in ICLP is based on a sliding scale fee in accordance with the annual operating budget of a participant's employer. Please refer to the chart below for fee guidelines. Limited partial scholarship assistance is available. Payment plans over the course of the program may be arranged. Applicants who work in grantee organizations of the New York Foundation should contact the Foundation as they are likely eligible for special financial support for training and technical assistance opportunities.

PROGRAM FEE STRUCTURE

Organization Rates	
<i>Annual Operating Budget</i>	<i>ICLP Program Fee</i>
< \$750,000	\$500
\$750,000-1,500,000	\$1,000
\$1,500,000-3,500,000	\$1,500
\$3,500,000 or higher	\$2,000
Individual rate	\$1,000

ICLP offers limited scholarships to individuals based on income and need.

PROGRAM FEE EXPENSES

The ICLP program fee includes 3 nights of food and lodging at the opening retreat, all program materials, breakfast and lunch during all program days as well as 10% of the program costs. The remaining 90% of program costs are funded through **the American Express Foundation, Con Edison, MetLife Foundation, The Wheaton B. Kunhardt Fund of The New York Community Trust, Western Union Foundation, and other Coro supporters.**

PROGRAM FEE PAYMENT PREFERENCE

- My organization will support my program fee.
 - o What is your organization's annual operating budget? \$ _____
 - o Please circle the applicable ICLP program fee: **\$500 \$1,000 \$1,500 \$2,000**

- I will pay the individual program fee.

- I am requesting scholarship assistance (see next page).

Invoices are issued upon acceptance. Payment in-full, or agreement with Coro on a specific payment plan, is required before the program begins. Tuition is non-refundable.

NAME

ORGANIZATION





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REQUEST FOR SCHOLARSHIP ASSISTANCE

ICLP offers limited partial scholarships (up to \$650) for accepted candidates whose organizations will not cover the costs of their participation and who demonstrate financial hardship in paying the \$1,000 program fee. If you are applying for a scholarship, please fill out the form below, and submit proof of income (most recent tax form preferred).

- Amount of scholarship assistance I am requesting (up to \$650): _____
- What is your annual income? _____
- Please use the space below if you want to add any other relevant information that you think is important for us to consider in reviewing your scholarship application.

I verify that all of the above information is true, and understand that Coro may request additional information from scholarship applicants to verify financial status and scholarship eligibility.

NAME

SIGNATURE

DATE

