



## **GIV Fellowship**

### **2021 Fall Semester (Remote)**

The GIV Fellowship is a 15-week foundation internship program. Youth fellows split their time between learning about philanthropy as a cohort and being embedded in host foundations to gain hands-on experience in the sector. Through this process, we seek to achieve the following objectives:

- 1) Provide opportunities for youth to discover and explore potential careers in the philanthropic and nonprofit fields;
- 2) Improve the ability of the philanthropic sector to meet community needs by including youth voice, expertise, and wisdom in foundation strategies; and
- 3) Develop a pipeline for youth from communities underrepresented in philanthropy to enter the field.

The GIV Fellowship provides a paid internship opportunity for youth to learn about the philanthropic sector including grantmaking processes, impact investing, the nonprofit community, community engagement and more. The fellowship opportunity is open to youth ages 18-24 who are passionate about making the world a better place. The fellowship will primarily serve youth from communities underrepresented in the field of philanthropy, or otherwise disadvantaged or marginalized communities.

#### **STRUCTURE**

Fellows will work a total of 8 hours/week over the 15-week internship. They will split their time between being embedded in pairs at a host foundation (6 hours/week) and meeting as a cohort for training, workshops, and debrief (2 hours/week). Fellows will hear from guest speakers and participate in remote field trips to other foundations and nonprofits. Fellows will also select a capstone project and present their learning at the end of the fellowship to the cohort and foundation staff.

Participation will be primarily remote. (Depending on public health recommendations, host foundations and fellows have the opportunity to shift to in-person if agreed upon by all parties.)

## COST

The cost to participate in the Fall 2021 program will be \$9,000 per foundation. This fee covers the cost to compensate two fellows (\$17/hour), cover administrative fees, and implement the program. Fee is payable as a one-time payment to YouthRoots.

## CURRICULUM

During their cohort time, fellows will learn about philanthropy and foundations through a customized curriculum, remote “field trips”, and guest speakers. The curriculum and cohort is facilitated by YouthRoots, a Colorado-based youth philanthropy nonprofit.

Topics include:

- Week 1: Fellowship Orientation
- Week 2: Foundation Basics (structures, types, rules)
- Week 3: The Heart of Foundations (values, culture, funding priorities)
- Week 4: Grant application Structure & Process
- Week 5: Site Visits
- Week 6: Grantee Decision-Making
- Week 7: Foundation Finances
- Week 8: Foundation Programming
- Week 9: Critiques of Philanthropy
- Week 10: Innovation in Philanthropy
- Week 11: Select Capstone
- Week 12: Constituent Voice
- Week 13: Grant Reports
- Week 14: Effective Presentations
- Week 15: Present Capstone

Foundations will receive a packet outlining curriculum details and suggested tasks that align with each week.

## TIMELINE

The Fellowship will begin in mid August and run through early December, 2021. The program will run on an annual basis or as requested to meet foundation and student demand. An approximate timeline for the Fall, 2021 schedule can be found below:

March 19:	Foundation Commitment Deadline
May 23:	Fellow Application Deadline
July 2:	Fellow Acceptance Notification
July 21:	Supervisor Orientation
July 31:	Payment Due
August 23:	Fellowship Begins
December 3:	Fellowship Ends

## ROLES AND RESPONSIBILITIES

YouthRoots: YouthRoots has been engaging Colorado youth in philanthropic decision-making since 2010. YouthRoots operates 10-15 youth giving circles annually in addition to partnering with various community foundations to help run their youth philanthropy programming. The goal of YouthRoots is to make participation in the GIV Fellowship as meaningful, easy, and seamless as possible. YouthRoots will serve as the implementing partner for the GIV Fellowship and be responsible for all logistics, curriculum, and cohort work, including:

- Building a “201 level” philanthropy curriculum to prepare fellows for success in their host foundations;
- Facilitating 2 hours of weekly cohort time (8 hours during week 1) for workshops, cohort-building, problem-solving, discussion, and debrief;
- Providing training to foundation supervisors on working with youth and the theory of positive youth development;
- Preparing a packet for foundations with task ideas that match each week’s content and are at the appropriate work level;
- Collecting feedback from foundations and addressing any issues and/or knowledge gaps;
- Meeting with all foundation supervisors and fellows (separately) mid-term and at the end of the fellowship for feedback and evaluation;
- Implementing all administrative tasks and logistics, including processing payroll and obtaining insurance; and
- Other activities as necessary to ensure the success of the GIV Fellowship.

Host Foundations: Host foundations will virtually host a pair of fellows for the duration of the 15-week Fellowship, and commit to:

- Pay fee to cover cost of program and pay fellows (estimated \$10,000 - \$12,000 depending on number of participating foundations);
- Provide a staff member to fill the role of Supervisor who will dedicate an estimated 2-3 hours/week to youth fellows;
- Include fellows in any appropriate organization meetings/conversations and training opportunities; and
- Consider fellow recommendations on process, operations, and/or communications adjustments.

Supervisors: Supervisors are staff members of host foundations who serve as the point person for youth fellows and YouthRoots for the duration of the fellowship. Supervisors will:

- Attend a 1.5 hour training before the fellowship begins;
- Prepare a 1-pager for fellows with organizational notes and job description;
- Prepare a virtual 10-15 minute presentation about their organization and present it to the fellow cohort during the Week 1;
- Meet with fellows weekly for approximately 1 hour;
- Communicate with fellows regarding “office hours” during which they are available to support fellows if needed;
- Assign tasks and communicate expectations to fellows (YouthRoots will provide a packet of sample tasks that align with weekly curriculum);
- Advocate for fellow participation in any appropriate organization meetings/conversations and training opportunities;

- Provide a bank of questions that fellows can use to select a capstone project (YouthRoots will provide sample questions);
- Attend fellow capstone presentation during Week 15; and
- Participate in mid-term and end of fellowship evaluations.

Fellows: GIV Fellows are youth 18-24 who will participate in a paid 15-week fellowship opportunity. They will split their time between meeting as a cohort and working at a host foundation. Fellows will:

- Actively participate in 2-hour weekly cohort sessions (8 hours during Week 1);
- Spend 6 hours/week working at host foundations, which may include attending organizational trainings/meetings, providing recommendations, and completing assigned tasks;
- Bring expertise and perspective to host foundation and cohort;
- Communicate questions, issues, and needs to the appropriate party;
- Complete and present a capstone project in the field of philanthropy; and
- Participate in mid-term and end of fellowship evaluations.

## NEXT STEPS

To join the GIV Fellowship as a host foundation, sign the attached Commitment Letter and return to Lauren Czajka, YouthRoots Executive Director, at [lauren@youthroots.org](mailto:lauren@youthroots.org).

## CONTACTS

Ana Soler, Senior Program Officer, Gates Family Foundation, [asoler@gatesfamilyfoundation.org](mailto:asoler@gatesfamilyfoundation.org)

Whitney Johnson, Program Officer, Gates Family Foundation, [wjohnson@gatesfamilyfoundation.org](mailto:wjohnson@gatesfamilyfoundation.org)

Lauren Czajka, Executive Director, YouthRoots, [lauren@youthroots.org](mailto:lauren@youthroots.org)

*A special thanks to Gates Family Foundation for their commitment to youth voice and helping develop the GIV Fellowship from the ground up.*



# Commitment Letter

## GIV Fellowship

This Commitment Letter is effective as of this \_\_\_\_ day of \_\_\_\_\_, 2021, by \_\_\_\_\_ ("Organization"). Organization hereby commits to participating in the 2021 GIV Fellowship, and agrees to the following:

- Organization will host two (2) youth fellows virtually for the duration of the program (August 23 - December 3, 2021).
- Organization will provide a Supervisor for the program.
- Before the program begins, Supervisor will: attend a 1.5-hour training, prepare a 1 page document with organizational notes and job description, and prepare a virtual 10-15 minute presentation about their organization to share with the cohort.
- Supervisor will commit approximately 2-3 hours each week to working with fellows (approximately 1 hour to meet with fellows remotely and 1-2 hours to provide support/feedback as needed).
- Supervisor will participate in mid-term and end-of-fellowship evaluations and/or feedback sessions.
- Organization will pay a fee of \$9,000 to participate in the program. This fee covers the cost to compensate two fellows (\$17/hour), cover administrative fees, and implement the program. Fee is payable as a one-time payment to YouthRoots.

By signing below, I represent that I have the authority to sign on behalf of the organization for which I am executing this Commitment Letter.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name & Title of Authorized Representative

\_\_\_\_\_  
Signature

*Please return signed Commitment Letter to Lauren Czajka, YouthRoots Executive Director, at [lauren@youthroots.org](mailto:lauren@youthroots.org) by March 19, 2021.*