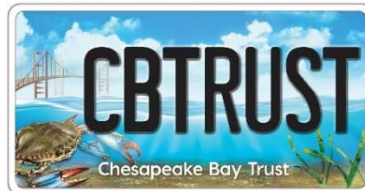




# Chesapeake Conservation Corps Diversity Fellowship

## FY 21 Request for Proposals

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## Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 ♦ [www.cbtrust.org](http://www.cbtrust.org)

# Chesapeake Conservation Corps

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## At A Glance

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### Program Summary:

The Chesapeake Conservation Corps Diversity Fellowship is designed to provide young adults with additional financial assistance to aid Corps Members with the financial challenge of a year of service.

### Deadline:

Thursday, March 4, 2021, at 4:00 PM EST

### Amount:

Additional \$5,000 stipend in addition to the \$20,000 stipend amount awarded to all Corps Members.

### Duration of Chesapeake Conservation Corps:

Full-time (approximately 40 hours a week) over a 12-month period  
August 17, 2021 – August 16, 2022

### Submit Your Application:

Follow the instructions online at  
[https://www.GrantRequest.com/SID\\_1520?SA=SNA&FID=35604](https://www.GrantRequest.com/SID_1520?SA=SNA&FID=35604)

### Contact:

Tara Drennan, Senior Program Officer, 410-974-2941 ext. 102, [tdrennan@cbtrust.org](mailto:tdrennan@cbtrust.org)



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## Introduction to the Chesapeake Bay Trust

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The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local ecosystems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$120 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

As part of this effort, the Chesapeake Bay Trust is proud to partner with BGE an Exelon Company to offer the Chesapeake Conservation Corps Diversity Fellowship opportunity.

## Why Offer a Diversity Fellowship?

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The Chesapeake Bay Trust and BGE, an Exelon Company, are proud to announce a new Diversity Fellowship available for Chesapeake Conservation Corps participants beginning in 2021.

The mission of the Chesapeake Bay Trust is to promote the public awareness and participation of *all* residents in the restoration and protection of our region's natural resource. The chance of a healthy Chesapeake Bay increases when *more* residents care about their local environment and engage in action to protect it. Enhancing diversity in the environmental field ("the green workforce") is essential to developing responses and solutions to the complex environmental challenges we face as a society.

Today's green workforce lacks a true diversity of various voices. Due to the Trust's long-standing goal to advance the influx of young talent from all communities and demographics in the State and to increase accessibility to green careers, we wish to play a bigger role in improving the diversity and inclusiveness of the green career workforce.

The Trust is expanding its efforts to increase diversity, address the financial challenges of historically underserved communities, and build a more accessible career pathway to the green workforce. In partnership with BGE, an Exelon Company, the Trust is offering a new Diversity Fellowship to assist Corps Members with the financial challenge of a year of service.

In creating this opportunity, our partnership commits to using our resources to lessen the disproportionate financial burden that has been placed on certain communities. The Trust hopes this Diversity Fellowship will increase access to the Chesapeake Conservation Corps program and expand its reach allowing more young individuals to make the choice to apply an easier one financially.

## Eligible Applicants

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Funding partners and the Trust welcome applications from young adults who:

- ◆ Meet all eligibility requirements to be a participant in the Chesapeake Conservation Corps
- ◆ Submit a complete Diversity Fellowship application and a complete Chesapeake Conservation Corps application by the deadline
- ◆ Demonstrate financial need and identification with an underserved group—this may include, but is not limited to, the following:

**Applicant is:**

- 1) A first-generation college student
- 2) A first in family to graduate college (or high school)
- 3) The primary wage-earner for his/her/their family
- 4) Dependent on others for transportation
- 5) Aged out of the foster care system
- 6) A single parent

**Parent/Guardian of Applicant who is:**

- 1) A single parent
- 2) Low-income as defined by <https://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html>
- 3) Not a high school graduate or received a GED
- 4) Disabled, chronically ill, or has a severe injury
- 5) Deceased
- 6) A refugee
- 7) A veteran
- 8) Addicted to a substance or has a serious mental illness
- 9) An English language learner or is an English as a second language speaker

**Family Situation includes:**

- 1) An incarcerated sibling or close relative
- 2) A recent death of a sibling or parent
- 3) Living in a high-poverty area
- 4) Living in a high-crime neighborhood
- 5) Frequent family relocation
- 6) Other special or unusual family circumstances

## Funding Availability and Distribution

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The fellowship offers an additional \$5,000 stipend above the \$20,000 stipend amount awarded to all Corps Members. This added stipend is intended to fund the needs of each selected recipient, such as: housing, transportation, utilities, or other necessary expenses. This year the Trust will award 4 applicants with a fellowship.

Depending on the recipient's need, the fellowship may either be made available in a lump sum or be distributed every two weeks (over the course of the year with the regular stipend distribution). Distribution decisions will be made on a case-by-case basis.

## Evaluation Criteria

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The following criteria will be used to evaluate applications, with preference given to applicants meeting multiple criteria:

- ◆ Completeness of the application (1-20): Has the applicant submitted a complete application, including answers to all narrative questions?
- ◆ Diversity statement: Does the applicant identify with one or more underserved group(s) (1-40)
- ◆ Demonstration of financial need (1-40): Has the applicant demonstrated financial (considering living costs, personal debt, parental/ guardian income, and other financial hardships)?

## Process and Timeline

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Dec 2020-Mar 3, 2021	Corps Member and Diversity Fellowship applications solicited. Eligible Host Organization applicants will be posted at <a href="http://www.cbtrust.org">www.cbtrust.org</a> for potential Corps Member applicants to view.
Mar 4, 2021	Diversity Fellowship Application deadline (same deadline as the Corps Member application).
Mar 10-Mar 31, 2021	Review Phase: Corps Member applications and Diversity Fellowship applications will be reviewed <i>separately</i> of each other by Corps Alumni. Based on feedback from Corps Alumni a portion of Corps Member applicants will be invited as finalists to the Matching Phase. Four of the Corps Member applicants who are invited as finalists to the Matching Phase will also receive notification that <i>if placed</i> (see placement phase below) in the Corps Program they will be awarded an additional \$5,000 stipend.
Apr 7-May 19, 2021	Matching Phase: Applications of Corps Member Finalists made available to Host Organization applicants to view and applications of Host Organizations made available to Corps Member Finalists to view. During this time, Host Organization applicants will contact their top Corps Member applicants to potentially setup an interview and Corps Member applicants will contact their top Host Organization applicants to potentially setup an interview.
TBD, Apr or May 2021	Corps Job Fair: Opportunity for potential Hosts and Corps Members Finalists to interact. (Optional but strongly encouraged)
May 20, 2021	Placement Phase: All Host Organization applicants are required to submit their lists of the Corps Member applicants they would be willing to be placed with in no ranked order. All Corps Member applicants are required to submit their lists of Host Organization applicants they want to be placed with in ranked order.
May 27, 2021	Placement offers to the top Corps Members and Host Organization matches begin. Placements decisions are based on (1) the feedback from Corps Alumni of the quality of Corps Member applications and value to the Corps Member applicants if placed in the program, (2) strength of the match between the Corps Member applicant and Host Organization applicant based on the Ranking and Willing to Host Forms, and (3) quality of the positions offered by the Host Organization applicants. Host Organizations will be expected to agree to host any potential Corps Member identified on their placement lists.
Mid-June, 2021	Placement offers complete.
Aug 17, 2021	Service terms begin. <b>All Host Mentors and Corps Members will be required to attend an orientation event on August 17, 2021.</b>

## Deadline

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Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on March 4, 2021**. Late applications will not be accepted, and the online application form will close automatically and promptly at 4 PM EST. Applicants are strongly encouraged to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.

## Application Review Process

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The Trust expects to receive more applications than fellowships are available. Diversity Fellowship applications will be reviewed *separately* of the Corps Member applications by Corps Alumni based on guidelines for a review process by a panel of Corps Alumni using holistic evaluation criteria per the evaluation criteria section above.

After the review of the Corps Member applications a portion of Corps Member applicants will be invited as finalists to the Matching Phase. Four of the Corps Member applicants who are invited as finalists to the Matching Phase will also receive notification that *if placed* in the Corps Program they will be awarded an additional \$5,000 stipend.

## Contact

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For technical assistance contact Tara Drennan at (410) 974-2941 x 102 or [tdrennan@cbtrust.org](mailto:tdrennan@cbtrust.org).

## Narrative Questions

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You will be asked to upload a MS Word or PDF file addressing the following points. We recommend that you copy and paste the questions to use as an outline in your narrative to ensure that you address all questions.

1) Diversity Statement (200-400 words): *The following questions are prompts to spark your thoughts. You do not need to answer each question separately.*

- a. Required:
  - i. How do you embody diversity?
  - ii. How can you contribute to increasing the diversity of the green workforce? *Does your contribution stem from your identification or experience with a certain race, ethnicity, gender, sexual orientation, religious affiliation, socio-economic status, nationality, culture, physical ability, or something else?*
- b. Optional:
  - i. How has your experience with diversity (i.e., your identities and your exposure to things outside your norm) impacted your personal growth?
  - ii. How do you envision you may be able to help the green workforce increase its diversity, beyond just yourself?

2) Basic Needs and Living Costs:

- a. Place an "x" in the chart: What percent of your total living costs (e.g. rent, health insurance, car, car insurance, food, cell phone, etc.) are currently support by family or outside assistance?

	0%
	1 – 10%
	11 -25%
	26 – 50%
	50% or greater

- b. Please list living costs being supported by family or outside assistance.
- c. Yes or No: Have you or your family ever had difficulty meeting basic needs? (e.g. food, housing, transportation, healthcare etc.)

3) Personal Debt:

- a. Yes or No: Do you have any student loan debt in your name?
- b. If you have any other debts, please describe from what and how much.

4) Parents or Guardians’ Income: Place an ‘x’ in the chart below: Please identify the income bracket of your parent(s) or other former legal guardian(s). If he/she/they belong to a single-income household, select from the left-hand column. If your parents/guardians represent a two-income household, select from the right-hand column. *If you are unable to estimate the income of your parent(s)/ guardian(s), please explain why in a brief narrative statement below.*

Single-Income		Married filing jointly or qualifying widow	
	Up to \$9,700		Up to \$19,400
	\$9,701 to \$39,475		\$19,401 to \$78,950
	\$39,476 to \$84,200		\$78,951 to \$168,400
	\$84,201 to \$160,725		\$168,401 to \$321,450
	\$160,726 to \$204,100		\$321,451 to \$408,200
	\$204,101 to \$510,300		\$408,201 to \$612,350
	\$510,301 or more		\$612,351 or more

5) Financial Need Statement: (200-300 words.) This is your opportunity to provide information that would not be captured in your answers to the financial questions above. *Note: Fellowship selection will be prioritized for individuals from economically disadvantaged backgrounds.* Please answer each question briefly.

- a. Identify and describe your past and current financial situation and any hardship. Hardship may also include identification with underserved groups (examples in Eligible Applicants section).
- b. Present a clear financial plan for how you would use this fellowship, if awarded.
- c. How would receiving this scholarship improve your year as a Corps Participant?

## Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm EST on Thursday, March 4, 2021**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm. If access to the internet is an issue, please contact Tara Drennan [tdrennan@cbtrust.org](mailto:tdrennan@cbtrust.org) to determine alternative submittal options.

### **Online Application Form**

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Contact Information Tab
  - Provide your name, address, phone number, and email address.
- Narrative Tab
  - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed.